EOCS ON BLACKBOARD USER MANUAL

Spring 2015

This user manual provides guidance to Blackboard Portal Administrators and Test Coordinators in preparation for online EoC administration. The manual explains how to set up and enroll all users including students, test administrators, and graders. It also details how to prepare secure test sessions and assign users to each test administration.

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Section 1: Overview of Online EoC Administration

Purpose

End-of-Course Exams (EoCs) are intended to be final exams for specific courses. They measure student proficiency of a subset of the Common Core State Standards (CCSS) for language arts and mathematics, and the New Mexico State Standards (NMSS) for other courses. They are summative assessments that cover a wide range of content, skills, and applications. Most of the assessments are fully multiple-choice (MC) while others include performance-based components or constructed response questions. Scores are reported to the teacher, school, district, and state levels for various purposes which may include student grades, curriculum review, student graduation requirements, and optionally for the Educator Effectiveness System (EES).

EoCs are available online through Blackboard or on paper. Blackboard-administered EoCs require specific set-up as outlined in this *EoCs on Blackboard Manual and DFA*. Paper tests are provided through the Student Online Assessment Prep (SOAP) portal to SOAP Managers. Printing, distributing, scoring, maintaining, destroying, and reporting of scores for paper tests is the responsibility of the district or school.

Eligibility for EoCs

EoCs are final exams and should be administered at the end of the course. *Students may take an EoC as long as they have completed a course for which the EoC is intended.* An EoC may be used for any approved course that aligns with the curriculum outlined in the blueprint. Blueprints are available on the PED website at ped.state.nm.us > A-Z Directory > Assessment and Evaluation > EoC (http://ped.state.nm.us/AssessmentAccountability/AssessmentEvaluation/EOC/index.html). Teachers should access the blueprints to ensure that they are teaching the essential standards that are assessed on the EoCs.

If a district or charter school has chosen EoCs as a Student Achievement Measure (STAM) for use in the Educator Effectiveness System (EES), all eligible students must take the EoCs that align to their courses.

High school students may also take EoCs in reading, writing, math, science, and social studies to meet graduation requirements.

PED EoCs For High School								
Content Area	**EoC**	**Version Number**	**Number of Items**	**Possible Maximum Score**	**Passing Score**	**ADC**	**Supplemental Materials**	**Test Format**
Reading	English III: Reading	006	24	24	14	Y	None	MC
	Spanish III: Reading	001	30	30	14	Y	None	MC
	English IV: Reading	003	24	24	15	Y	None	MC
Writing	English III: Writing	006	17	36	24	Y	None	MC + Essay
	Spanish III: Writing	001	10	34	15	Y	None	MC + Essay
	English IV: Writing	003	22	41	26	Y	None	MC + Essay
Mathematics	Algebra I	003	37	37	18	Y[1]	PARCC HS Math Calculator	MC
	Algebra II	006	26	26	14	Y	PARCC HS Math Calculator	MC
	Integrated Math III	003	36	36	17	Y	Calculator	MC
	Mathematics ADC	003	32	32	16	Y	Calculator	MC
	Geometry	003	36	36		Y[1]	PARCC HS Math Calculator	MC
	Pre-Calculus	004	31	31		Y	EoC-specific Calculator	MC
	Financial Literacy	003	30	30		Y[1]	Calculator	MC
Science	Biology	007	50	50	27	Y	None	MC
	Chemistry	008	50	49	24	Y	PED Periodic Table Calculator	MC
	Physical Science	001	50	50		Y	PED Periodic Table EoC-specific Calculator	MC
	Physics	003	50	50		Y	EoC-specific Calculator	MC
	Environmental Science	001	54	54		Y	None	MC
	Anatomy and Physiology	002	58	58		Y	None	MC

[1] Students must pass the Algebra II course to implement a passing score on the Algebra I, Geometry, and Financial Literacy EoCs for graduation.

PED EoCs For High School								
Content Area	**EoC**	**Version Number**	**Number of Items**	**Possible Max. Score**	**Passing Score**	**ADC**	**Supplemental Materials**	**Test Format**
Social Studies	U.S. History	007	62	62	31	Y	None	MC
	U.S. Government	005	50	50	24	Y	None	MC
	Economics	004	44	44	23	Y	None	MC
	N. M. History	004	44	44	18	Y	None	MC
	World History and Geography	003	45	45	25	Y	None	MC
Career Technical Education	Introduction to the Science of Agriculture	001	60	60		N	None	MC
	Introduction to the Physical Science of Agriculture	001	60	60		N	None	MC
	Introduction to Agricultural Mechanics	001	59	59		N	None	MC
	Horticulture and Botany of Agriculture	001	60	60		N	None	MC
	Nutrition	001	34	34		N	None	MC
	Culinary Arts I	003	57	57		N	Calculator	MC
	Driver's Education	002	50	50		N	None	MC
Business/IT	Basic Computer	001	50	50		N	None	MC
	General Computer Apps	002	47	47		N	None	MC
Visual Arts	Introduction to Art 9–12	002	51	51		N	Drawing Materials Paper Answer Doc Specific DFA for Administration	MC 2 Drawings
	Ceramics	001	51	51		N	None	MC
	Digital Photography	001	50	50		N	None	MC
Health	Health	002	60	60	32	N	None	MC
Physical Education	Physical Education 9–12	002	31	39		N	Analog Clock	MC 1 Short Answer
Language	Spanish I	003	32	32	20	N	None	MC
Performing Arts	Drama	001	62			N	None	MC
	Music 9–12	002	40	40		N	None	MC[2]

[2] If students attend a New Mexico Music Education Association (NMMEA) sanctioned music performance assessment (MPA), scores from those festivals will be incorporated into the educator effectiveness model for the respective teacher. If students do not attend the NMMEA MPA, only the MC portion of the EoC will apply.

PED EoCs For Middle School								
Content Area	**EoC Name**	**Assessable Grades**	**Version Number**	**Number of Items**	**Possible Maximum Score**	**Passing Score**	**Supplemental Materials**	**Test Format**
English Language Arts	ELA	6	003	33	33		None	MC
	ELA	7	003	30	30		None	MC
	ELA	8	003	31	31		None	MC
Math	Math	6	003	25	25		PARCC Math 6	MC
	Math	7	003	24	24		PARCC Math 7	MC
	Math	8	002	30	30		PARCC Math 8	MC
	Pre-Algebra	6–9[3]	003	30	30		PARCC Math 8	MC
Science	Science	6	004	36	36		None	MC
	Science	7	001	38	38		None	MC
	Science	8	002	46	46		None	MC
Social Studies	Social Studies	6	002	34	34		None	MC
	Social Studies	7	001	42	42		None	MC
	Social Studies	8	001	33	33		None	MC
Career Technical Education and FACS	Family and Consumer Science	6–8	004	42	42		None	MC
	Exploratory Science in Agriculture	7–8	001	45	45		None	MC
Visual Arts	Art	6–8	002	21	26		Still Life Paper Answer Doc Specific DFA for Administration	MC 1 Drawing 5 Short Answer
Business/IT	Keyboarding	6–8	003	36	36		None	MC
Physical Education	Physical Education	6–8	002	30	34		None	MC 2 Short Answer
Performing Arts	Music	6–8	003	30	30		None	MC

[3] The Pre-Algebra EoC applies to students studying a pre-algebra curriculum in middle or high school.

PED EoCs For Elementary School								
Content Area	**EoC Name**	**Assessable Grades**	**Version Number**	**Number of Items**	**Possible Maximum Score**	**Passing Score**	**Supplemental Materials**	**Test Format**
Visual Arts	Visual Art	4–5	002	45	45		None	MC
Performing Arts	Music	4–5	002	21	27		Headphones for Blackboard MP3 Player for PBT Specific DFA for Administration	MC 1 Short Answer 1 Performance
Physical Education	Physical Education	4–5	002	21	30		Basketball Hand-held Ball 2 Cones Specific DFA for Administration	MC 3 Activities

EoC Retakes

Students may retake high school EoCs in reading, writing, math, science, and social studies to meet the passing score for graduation. Other EoCs may not be retested unless the student retakes the course. A student may NOT take the same test more than once on the same day. For the EES, only the student's first attempt connects with the teacher of the course, and this connection is only made if the EoC is taken during the academic year in which the student completed the course.

High School EoC retakes are per course. For example, student trying to meet graduation requirements in science may take an EoC in biology twice, then an EoC in chemistry twice, then an EoC in physics twice, etc.

For Seniors Graduating in 2015:

Content Area	Number of Retakes	Total Number of Attempts
Reading	1	2
Math	1	2
Science	1	2
Writing	2	3
Social Studies	2	3

Students in the cohorts of 2016 and beyond take PARCC for accountability and graduation. Since PARCC includes writing, that assessment becomes the first attempt at meeting the writing graduation competency and the writing EoC becomes only an ADC.

For Seniors Graduating in 2016 and beyond:

Content Area	Number of Retakes	Total Number of Attempts
Reading	1	2
Math	1	2
Science	1	2
Writing	1	2
Social Studies	2	3

Students on the career pathway have one additional attempt on all EoCs so that the initial test can be used to set passing scores.

Test Windows

EoCs may be administered during the following test windows. Exceptions may be made with an approved written request sent to Joslyn Overby at Joslyn.Overby@state.nm.us.

SEASON	ADMINISTRATION WINDOW
Fall	Two consecutive weeks during last 3 weeks of fall semester
Winter	One week during first 3 weeks of spring semester
Spring	Two consecutive weeks during last 3 weeks of spring semester
Summer	Last week of summer school course OR 6/22/15–6/26/15

Administration Days and Times

Ideally, all students in a school will complete administration of one EoC on the same day. If that is not possible, the EoC should be administered on consecutive days in as short a period of time as possible. Students who miss the initial administration should make up the test as soon as possible upon returning to school.

Seniors whose school year ends earlier than other students may take EoCs in an earlier window. They should take their EoCs as close to the end of their school year as possible to minimize interaction with other students after test completion.

Item Types

EoCs may contain four different item types:

1) Multiple Choice (MC)
2) Short Answer (SA)
3) Performance Item
4) Essay

MC: Multiple Choice (MC)

All EoCs have MC items. MC items will be automatically graded as soon as students submit their answers.

Short Answer (SA)

SA items require students to type responses into the online test. A grader must be assigned to anonymously score the SA items in Blackboard using rubrics (see section 10 of this manual). The following EoCs have SA items:

- Art Grades 6 – 8
- Physical Education Grades 6 – 8
- Physical Education Grades 9 – 12
- Music Grades 4 – 5

The Music 4 – 5 short answer item must be completed on paper. Please ensure that students have the appropriate Online Testing Answer Document during testing on which to complete this item.

Performance Item

Performance items require that students do or create something *that cannot be captured in the Blackboard platform*. A grader, usually the instructor of the course, must use the rubric to score students as they complete the performance tasks. **The grader must then input the score for the performance items in Blackboard (see section 11 of this manual).** The following EoCs have Performance Items:

- Art Grades 6 –8
- Music Grades 4 – 5

- Physical Education 4 – 5

Required Pre-test Performance Components

For online test administration, the following tests require completion of classroom activities prior to testing.

- Art 6 – 8
- Art 9 – 12

These two Art EoCs require that students complete two drawings PRIOR to taking the multiple choice portion of the exam. Students will need to bring their drawings with them to the computer lab for testing. The overall time required for the assessment (60 minutes for middle school and 90 minutes for high school) includes the time required to complete the drawings.

Both of these EoCs have secure answer documents that students must use to complete these pre-test components. Once the students have completed their drawings, the TA must collect the answer documents. They must be re-distributed to students in the computer lab prior to online testing, as they will be referenced during the assessment. The answer documents must be collected following online testing. The drawings in Art 6 – 8 will be scored according to the rubric on the answer key. The drawings in Art 9 – 12 must be maintained with other testing material.

Optional Performance Components

The following EoCs have OPTIONAL performance components. If students attend New Mexico Music Education Association (NMMEA) sanctioned music festivals, scores from those festivals will be incorporated into the educator effectiveness model for the respective teacher. If students do not participate in music festivals, only the scores from the multiple choice portion of the tests will be applied. In both cases, TAs, TCs, and BPAs do NOT have to provide any information or scores from the music festivals. PED is working with NMMEA to obtain those scores directly.

- Music Grades 6 – 8
- Music Grades 9 – 12

Essay

Essays are included in the writing tests. To facilitate grading, these items are in Blackboard as *assignments*. These assignments are in the same course shell as the MC portion of the EoC, but students click on the button for the assignment separately from the MC test. The EoCs that include essays are:

- English Language Arts III V002
- English Language Arts IV V001
- Spanish Language Arts III V001

Spanish EoCs

Eligible Spanish-speaking ELs may test in Spanish. Spanish Language Arts III is the only Spanish EoC on Blackboard. Other Spanish tests may be provided in paper format which are available through SOAP. Printing, distributing, scoring, destroying, and reporting of scores is the responsibility of the district or school.

Test Security and Monitoring

Blackboard is not a secure testing platform. If unmonitored, students are able to access alternate sites on the internet or other resources that may assist the student on the assessment. Test security is best maintained by completing the following steps:

1) Technology staff should configure the local server/network to disallow students from accessing websites other than Blackboard.
2) TAs carefully monitor students to ensure that they do not access alternate websites or materials, or discuss items, during testing.

The most popular lock down method for Blackboard is the browser *Respondus*, but it is currently having difficulty integrating aspects of the Blackboard platform and is not currently recommended.

Specific TA training will be required if the browser and/or network cannot be restricted. If the TA determines that a student has accessed another website during testing, they must immediately contact the Test Coordinator (TC). The TC must submit an irregularity report to the PED and the student's test will be invalidated.

Recommended Browser

Firefox is the preferred browser for Blackboard.

Prior to Testing

Be sure to remove or cover any relevant classroom materials used in the instruction of the course such as word walls, posters, charts, graphs, mathematical tables, etc.

In the weeks before the testing window, the BPA and/or TC must:

- create all users in Blackboard with specific usernames and passwords.
- set up all testing sessions with specific days, times, and TAs.
- enroll students in the EoCs that they will take during the upcoming test window.
- provide login credentials to all students and have them log into Blackboard.
- new users should immediately change their passwords, if allowed by the district.
- all students should verify that they are enrolled in the EoCs they will take during the upcoming test window.

Testing Disruptions

If an emergency such as a fire drill or emergency evacuation occurs during testing, two scenarios may occur:

1) If students will be able to return to complete testing, the TA should ask students to turn off the monitor (NOT the computer) and follow local emergency protocol. Students should be kept from discussing the test until they return to the testing room and complete the assessment.

2) If students will NOT return to complete testing during the designated session:
    a) Students or TAs must log students out of Blackboard once they return to the testing room.
    b) The Test Coordinator will have to reset students in a different test session. NOTE: previous student answers will NOT be retained.

Testing Times

Tests were produced to fit into the following test administration times. This time includes starting and stopping the test.

Session	Recommended Session Time
High School Assessments	90 minutes
Middle and Elementary School Assessments	60 minutes

Extended Time

Students may receive extended time on EoCs. **However, they CANNOT log out of the test and log back in.** Once students begin a test, they MUST complete and submit it. Students identified in advance as needing extended time should be tested in an alternate setting. Students who begin testing in the main test session must complete the test on their computer. Students CANNOT switch computers mid-test.

Test Administrator (TA) Directions

The following directions that are to be read aloud are in **bold** print. Directions to the TA, interspersed within the script, are in regular print and in brackets. Read the directions for students exactly as written, using a natural tone and manner. The TA may not help students with specific test questions. If you make a mistake in reading directions, stop and say, ***No. That is wrong***. ***Listen again***. Then reread the direction.

TA Role

The TA must actively monitor students during the test session. Before testing, the TA must:

- Have the roster of students taking the EoC during the session.
- Know the name of the EoC being administered.
- Know the session of the EoC being administered.
- Verify the date and time of EoC administration. The test cannot be accessed outside of this window. NOTE: students must log into the EoC during the designated window, but may submit the test past the designated time.
- Obtain the session password from the Test Coordinator prior to administration time.

NOTES:

1. The "EoCs on Blackboard Test Administrator Information and Roster" form captures all of the required information.
2. Students MUST complete the EoC in one sitting. Students with extended time must remain on their computer until they finish. If students log out, they will not be able to log back into the test. TAs must immediately report any test irregularities to the Test Coordinator.

Read Aloud

Blackboard does not have a text-to-speech feature, so all students who need read aloud accommodation will need to use one of two options:

1. screen reader
2. human read aloud

Answer choices are scrambled on Blackboard. Therefore, a human reader cannot follow along with a paper form for a group of students in the read aloud setting. **All students who use the read aloud accommodation without a screen reader will need to use a paper-based EoC administration.**

Scratch Paper

Students may use scratch paper on all EoCs. Graph paper may be used on math and science EoCs, if desired. At the completion of testing, scratch paper must be collected by the TA and returned to the STC or DTC for proper disposal. The STC or DTC must secure the scratch paper in a locked space until it is destroyed. Shredding is the recommended method for destroying scratch paper.

Each school must form a method for TA distribution and collection of scratch paper. It is ultimately the responsibility of the STC and DTC to ensure that scratch paper is properly destroyed.

Student Reference Sheets

The following EoCs have reference sheets. The TC must download these sheets from SOAP and provide them to TAs. TAs must distribute the sheets to students prior to testing. **The reference sheets are NOT in the Blackboard platform.** The reference sheets are NOT secure and may be retained for use in instruction.

Pre-algebra	Math 6	Chemistry
Algebra I	Math 7	Physics
Geometry	Math 8	Physical Science
Algebra II		
Pre-calculus		

Student Answer Documents

One item in the **Music Grades 4 – 5 EoC** requires that students record their answers on a hand-written answer document. This answer document is available to TCs on SOAP and must be provided to TAs prior to testing. TAs must hand out the answer documents to students at the beginning of the test session.

The **Art 6 – 8 and Art 9 – 12 EoCs** require pre-test drawings, which must be completed on the Online EoC Answer Documents available on SOAP.

Calculators

Students may use calculators on the following EoCs:

4-function Calculator with Square Root and Percent Functions:

Math 6
Math 7
Math 8

Scientific or Graphing Calculator

Pre-algebra	Integrated Math III
Algebra I	Math ADC
Geometry	Culinary Arts I
Algebra II	Chemistry
Pre-calculus	Physics
Financial Literacy	Physical Science

Note: Calculators may **not** have a QWERTY keyboard, an attached electronic pen, a printing attachment, ability to communicate wirelessly with other devices, distracting sound effects, a raised screen, or an attached cord. Graphing and scientific calculators are allowed. **All programs in graphing calculators must be cleared before the assessment begins.** All information on the screen or in the memory of calculators must be cleared after the assessment.

Section 2: EoCs on Blackboard

Format and Scheduling

All EoCs have been uploaded by PED and pushed into LEA Blackboard portals. In your portal, you will find a *course shell* for each EoC. Each course shell is populated with 10 copies of the EoC. These copies correspond to *session* times and must be given specific names.

For districts, the Blackboard Portal Administrator (BPA) may copy course shells for each school. The BPA may also create additional copies (session times) if necessary. Directions for copying course shells are in section 6, and direction for creating copies are in section 12 of this manual.

To organize testing schedules so they correspond with the setup in Blackboard, use the "*EoCs on Blackboard Test Schedule Chart*" for each course (see sample below). ***The passwords must be kept confidential!*** The password corresponding to that session should be given to the TA immediately prior to the session.

EoCs on Blackboard Test Schedule Chart						
Course: Biology						
Session Number	**Session Name**	**Session Day**	**Session Time**	**Room 1 and TA 1**	**Room 2 and TA 2**	**Password**
1	BioMonMay4_8am	Monday, May 4	8:00 – 9:30 am	Lab 1 – Joslyn Overby	Lab 2 – Severo Martinez	PR38Q@!
2	BioMonMay4_10am	Monday, May 4	10:00 – 11:30 am	Lab 1 – Joslyn Overby and Laurie Wilder	Lab 2 – Severo Martinez	8!JR3C4
3	BioMonMay4_1pm	Monday, May 4	1:00 – 2:30 pm	Lab 1 – Severo Martinez		9Y$KEZ7
4	BioTueMay5_8am	Tuesday, May 5	8:00 – 9:30 am	Lab 1 – Joslyn Overby	Lab 2 – Laurie Wilder	P4&AX2D
5	BioTueMay5_10am	Tuesday, May 5	10:00 – 11:30 am	Lab 1 – Laurie Wilder		L9@AJV1
6	BioTueMay5_1pm	Tuesday, May 5	1:00 – 2:30 pm		Lab 2 – Severo Martinez	F4!WXT&

To take a specific EoC, a student must be enrolled in the course shell corresponding to that EoC. However, the student does not need to be assigned to the specific *session* in Blackboard. For school scheduling purposes, you must assign students to each session time and room. Students enrolled in the EoC course shell who log into the EoC during the specific session time using the password for that session time will be able to complete the EoC.

Blackboard Reference Sheet

Prior to testing, TAs must ensure that each computer has an "***EoCs on Blackboard Student Reference Sheet***" in a location that students may access. This reference sheet will help students navigate the Blackboard platform and provides instructions for students to follow as the TA reads the script. This reference sheet is on the next page of this manual and is also posted on the PED website (http://ped.state.nm.us/AssessmentAccountability/AssessmentEvaluation/EOC/index.html).

EoCs on Blackboard Student Reference Sheet

TESTING PROCEDURES:

- Cell phones and other electronic devices are not allowed in the testing rooms. If you have a cell phone in your possession, turn it off and place it in your backpack for testing.
- If you are caught cheating or engaging in prohibited activities, your score will be invalidated and you will be removed from the test session.
- You may use scratch paper on this test. At the end of the test session, I will collect the scratch paper. Testing materials may not be taken out of the testing room for any reason.
- You will have a set time to complete this test. You may have extra time if necessary, but the test must be completed in one test session. Do not submit your test or log out of Blackboard until you have completed the test.

PREPARING FOR TESTING:

- Log into Blackboard. Once you have logged in, wait patiently. Do not click on any buttons or links. If you do not know your Blackboard password, raise your hand.
- Your Test Administrator will read instructions before you may begin the test. Please listen carefully.
- For multiple choice questions, read each question carefully and select the BEST answer from the options provided.
    - Once you have chosen the answer, click the gray "SAVE ANSWER" button beside the question.
    - There is no need to click the black "SAVING ALL ANWERS" button.
    - Blackboard automatically saves the test, so if you forget to save, your answers will still be captured.
    - You may change answers at any point during the test.

TO START TESTING:

- Click on the EoC that you will take listed under "My Courses" in your Blackboard account.
- You should now see a "Wait" sign. Click on the specified session on the left side of the screen.
- Click on the link for the test. Note that you must complete the test in one sitting. DO NOT click the yellow "SAVE AND SUBMIT" button until you have completed the ENTIRE test.
- Click the yellow "BEGIN" button on the right of your screen.
- To start your test, you will need to type in the session password. Please note that the password is case sensitive. Type the password into the white box and click the yellow "SUBMIT" button.

TO FINISH TESTING:

- To finish the test, click the yellow "SAVE AND SUBMIT" button. DO NOT click the yellow "SAVE AND SUBMIT" button until you have completed the ENTIRE test.
- Once you finish testing, you may sit quietly and read a book. You may not use the computer for any purpose other than testing.

Over →

AT THE END OF THE TEST SESSION:

- If you have not yet finished testing, DO NOT log out. You must finish testing on this computer.
- If you have finished testing, be sure you have pressed the yellow "SAVE AND SUBMIT" button. If you have not already submitted your test, do so at this time.
- Log out of Blackboard by clicking the round logout button on the upper right corner of the screen.
- Your Test Administrator will collect your scratch paper.

FOR MIDDLE AND HIGH SCHOOL PE:

- For short answer questions, type your responses in the blank.
- If the test has performance items, you will see instructions for the performance on your test. Your teacher will call on you separately to complete those performance tasks.

FOR ELEMENTARY SCHOOL PE:

- You will take your multiple choice portion of the test on Blackboard.
- After this portion, you will be asked to perform 3 activities for your teacher. These activities are the last 3 questions of your test.

FOR ELEMENTARY SCHOOL MUSIC:

- There is one short answer question on your test. Please write your answer on a separate sheet of paper, which your teacher will distribute.

FOR MIDDLE SCHOOL ART

- You will complete a drawing for one question of your test. Please draw your answer on a separate sheet of paper, which your teacher will distribute.
- For short answer questions, type your responses in the blank.
- If the test has performance items, you will see instructions for the performance on your test. Your teacher will call on you separately to complete those performance tasks.

FOR WRITING:

- Writing tests have two parts: the multiple choice section and an essay. Be sure to complete both sections.
- You must FINISH and SUBMIT the multiple choice section before beginning the essay.
- To begin the essay portion, you must click the underline ESSAY link.
- To begin writing, click "WRITE SUBMISSION" under the Assignment Submission header. Periodically click the "SAVE DRAFT" button as you compose your essay.
- After clicking "SAVE DRAFT," you need to click the yellow "CONTINUE" button to keep writing.
- DO NOT write in the "ADD COMMENTS" field; these comments will not be captured.
- To submit your completed essay, click the yellow "SUBMIT" button. Once you submit, you will not be able to edit your essay.

Script to Read to Students at the Start of Testing

SAY **Cell phones and other electronic devices are not allowed in the testing rooms. If you have a cell phone in your possession, turn it off and place it in your backpack for testing.** [Wait for students to secure their cell phones. If cell phones are found during testing, take the cell phone from the student and contact your Test Coordinator or Principal immediately. Please be sure to follow your local policies on cell phones and backpacks during testing.]

SAY **If you are caught cheating or engaging in prohibited activities, your score will be invalidated and you will be removed from the test session.** [If a student is caught cheating, immediately contact the Test Coordinator. The Test Coordinator will contact the PED and the student will be disciplined according to local policy.]

SAY **You may use scratch paper on this test. At the end of the test session, I will collect the scratch paper. Testing materials may not be taken out of the testing room for any reason.**

SAY [For Chemistry, Physics, Physical Science, and all math tests except Integrated Math III]: **You may use a reference sheet on this test. I will hand it out now.** [Hand out reference sheets.[

SAY **You will have __ minutes to complete this test.** [Recommended times are listed in section 7 of this manual.] **You may have extra time if necessary, but the test must be completed in one test session. Do not submit your test or log out of Blackboard until you have completed the test.**

SAY **Log into Blackboard. Once you have logged in, wait patiently. Do not click on any buttons or links. If you do not know your Blackboard password, raise your hand.** [If students raise their hands, contact the Test Coordinator to reset their passwords. If you have been set up as a "Proctor," you may reset passwords according to directions in section 8 of the EoCs on Blackboard manual.] **I will read instructions before you may begin the test. Please listen carefully and follow along on the reference sheet.**

SAY **For multiple choice questions, read each question carefully and select the BEST answer from the options provided. Once you have chosen the answer, click the gray "SAVE ANSWER" button beside the question. There is no need to click the black "SAVING ALL ANWERS" button. Blackboard automatically saves the test, so if you forget to save, your answers will still be captured. You may change answers at any point during the test.**

SAY [For PE Grades 6-8 and 9-12, read the following]: **For short answer questions, type your responses in the blank. If the test has performance items, you will see instructions for the performance on your test. I will call on you separately to complete those performance tasks, or we will complete them after the test.**

Script to Read to Students at the Start of Testing, Cont.

SAY [For Music Grades 4-5, read the following]: **Part of your assessment includes listening to musical samples. Be sure you use your headphones for these questions. You will also have one short answer question. Record your answer to the short answer question on the form provided.** [Hand out the Music 4-5 Online Testing Answer Document.]

SAY [For Art Grades 6-8 and 9-12, read the following]: **You have already completed the drawing portion of your test. I will now pass out your completed answer document. You will need to reference this during your test.** [Hand out the completed Online Testing Answer Documents to the appropriate students.]

SAY [For the writing assessments, which include English Language Arts III Writing, English Language Arts IV Writing, and Spanish Language Arts III Writing, read the following]: **Writing tests have two parts: the multiple choice section and an essay. Be sure to complete both sections. You must FINISH and SUBMIT the multiple choice section before beginning the essay.**

SAY [For all writing tests, also read the following:] **To begin the essay portion, you must click the underline ESSAY link. To begin writing, click "WRITE SUBMISSION" under the Assignment Submission header. Periodically click the "SAVE DRAFT" button as you compose your essay. After clicking "SAVE DRAFT," you need to click the yellow "CONTINUE" button to keep writing. DO NOT write in the "ADD COMMENTS" field; these comments will not be captured. To submit your completed essay, click the yellow "SUBMIT" button. Once you submit, you will not be able to edit your essay.**

SAY Now, click on the EoC that you will take, called _____, listed under "My Courses" in your Blackboard account.

SAY You should now see a "Wait" sign. Click on the session called _____ on the left side of the screen. [The TA should have the session name listed on the Roster.]

SAY Click on the link for the test. Note that you must complete the test in one sitting. DO NOT click the yellow "SAVE AND SUBMIT" button until you have completed the ENTIRE test.

SAY Click the yellow "BEGIN" button on the right of your screen. To start your test, you will need to type in the session password. [At this time, write the password on the board.] **On the board, I have written the password for this test. Please note that the password is case sensitive. Type the password into the white box and click the yellow "SUBMIT" button.**

SAY To finish testing, click the yellow "SAVE AND SUBMIT" button. DO NOT click the yellow "SAVE AND SUBMIT" button until you have completed the ENTIRE test.

SAY Once you finish testing, you may sit quietly and read a book. You may not use the computer for any purpose other than testing.

SAY No talking is allowed during test administration. You may now begin.

Throughout the testing period, the TA must:

- Ensure that students are logged in with their personal username. The username is located on the upper right side of the screen.
- Remain attentive and in the room throughout the test session. If the TA must leave the room, another certified and trained staff must remain in the room.
- Circulate the room to ensure that students are on task.
- Check that students are not accessing other websites or computer programs. If you catch a student in this capacity, ask the student to log out of Blackboard and immediately contact the Test Coordinator.
- Check that students are not using cell phones or other electronic devices. If you catch a student in this capacity, ask the student to log out of Blackboard and immediately contact the Test Coordinator.
- Ensure that students are correctly recording their responses.

If students run into issues, immediately contact the Test Coordinator. Anticipated issues include:

- Students cannot log into Blackboard.
- Students click the "SUBMIT" button before they complete testing[4].
- Students become ill or have another emergency that prohibits completion of the test during one test session[1].

The TA may:

- Encourage the students to do their best.
- Help students navigate the Blackboard platform using the ***EoCs on Blackboard Student Reference Sheet.***
- If students have questions about test directions or items, say, "I cannot help you. Try your best."
- Remember that you are prohibited from spelling words for students on the writing EoCs and any constructed response items.

The TA may NOT:

- Read, grade papers, or do other work.
- Identify or point out questions a student did not complete.
- Assist students with spelling, grammar, typing, test directions, or test questions.

[4] If a student submits a test early or has an emergency during the test session, the Test Coordinator (TC) must submit an Irregularity Reporting Form to the PED. The TC may then reset the student in the Blackboard system so the student may immediately restart the test, or may reassign the student to a different test session. See Section 12 of this manual for instructions on resetting student test attempts.

Once the test session is complete, the TA must read the following script to students.

Script to Read to Students at the End of Testing

SAY **The testing period is now over. Raise your hand if you have not yet completed the test.** [EoCs are untimed. Students may continue testing according to your local policy. Contact your Test Coordinator for more information.]

SAY **Students who have not yet finished testing should NOT log out. Please continue testing.** [If students are still testing, please contact the Test Coordinator for information on your local extended time policy.]

SAY **For students who have completed testing, be sure you have pressed the yellow "SAVE AND SUBMIT" button. If you have not already submitted your test, do so at this time.**

SAY **Log out of Blackboard by clicking the round logout button on the upper right corner of the screen.** [Ensure that students have logged out.]

SAY **I will now collect your scratch paper and other written materials. Please gather it for me and I will come to you to retrieve it.** [Collect all scratch paper and other materials, including Answer documents for Music 4-5, Art 6-8, and Art 9-12. All pages, including scratch paper, must be kept secure and returned to the Test Coordinator.]

Section 3: Understanding User Roles

The following user roles play an integral part in Online EoC administration:

- **Test Coordinator (TC)**
- **Blackboard Portal Administrator (BPA)**
- **Test Administrator (TA)**
- **Grader**

Each user has specific user rights within the Blackboard system, and specific responsibilities for test administration.

Test Coordinator (TC)

The TC is responsible for producing a schedule that includes:

a) All EoCs to be administered
b) Students who will take each EoC
c) Days and times for each test session
d) Locations for administration of each test session (not entered into Blackboard portal)
e) TAs assigned to each EoC test session
f) Graders for all short answer, performance and essay items.
g) Assignments of students to each EoC test session (not entered into Blackboard portal)

Please use the EoCs on Blackboard Test Schedule Chart and Test Administrator Information and Roster forms to assist with organization of this information.

Blackboard Portal Administrator (BPA)

If desired by the BPA, the TC may also be involved in setting up sessions in Blackboard. The TC will have the same rights as the BPA except they cannot create users, remove users from the system, build a test, or delete a test.

1. The BPA is responsible for creating users. The BPA is ONLY user who can create additional users. Users include the following:

    a. **Students.** This includes all students who will be testing. Students who already have user accounts may use their existing accounts. ***However, their accounts must be updated to include their state student ID numbers.***

    b. **Test Coordinators.** For districts, this may include the district test coordinator and possibly one test coordinator per school.

    c. **Test Administrators**. TAs only need accounts in order to reset student passwords if students are unable to log into Blackboard for testing. Districts/charter schools may choose to have the Test Coordinator reset passwords instead of TAs. In that case, TAs do not need to be added as users.

    d. **Graders**. All graders will need user accounts to score student work.

2. For large districts, the BPA may need to copy course shells for each testing school (see section 6 of this manual).

3. The BPA must ensure that the following components are completed:

    a. Based on the TCs schedule, enroll students, TAs, and graders into specific course shells that align to the EoCs in which they will play a role.

    b. Within each course shell, assign names, dates, times, and UNIQUE, SECURE passwords to specific test sessions.

Test Administrator (TA)

TAs are responsible for administering the EoC tests to students. They will need to begin tests during the specified days and times, and will need to provide the session password to students to log into the test. TAs do NOT need to log into Blackboard for any reason.

Proctor

A proctor is a user role in Blackboard that has been set up to facilitate EoC administration. Proctors can reset student passwords if students forget their login credentials. This is the only role a proctor has been provided in Blackboard. Districts/charter schools may choose to have the Test Coordinator reset passwords instead of proctors. If EoC administration is being conducted by only a few TAs, these individuals may be enrolled in the appropriate courses as a proctor so they can reset passwords. Be sure the proctors have the information in Section 8 of this manual.

Grader

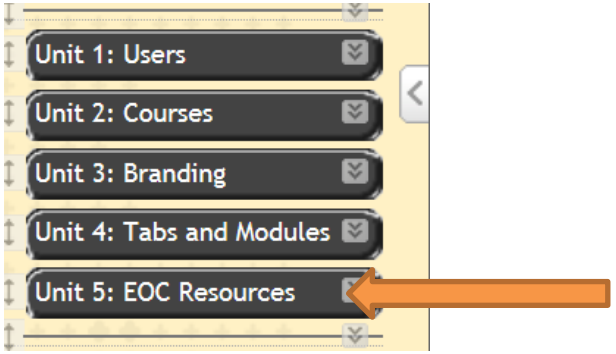
Graders will be assigned to sets of student work. They will score short answer, performance, and essay items according to the assignments designated by the TC. The grader must be certified in the content area.

EoCs with short answer and performance items must be double-scored according to the specifications in Section 9 of this manual. Because student responses for essays are anonymous, the grader may be the teacher of the course.

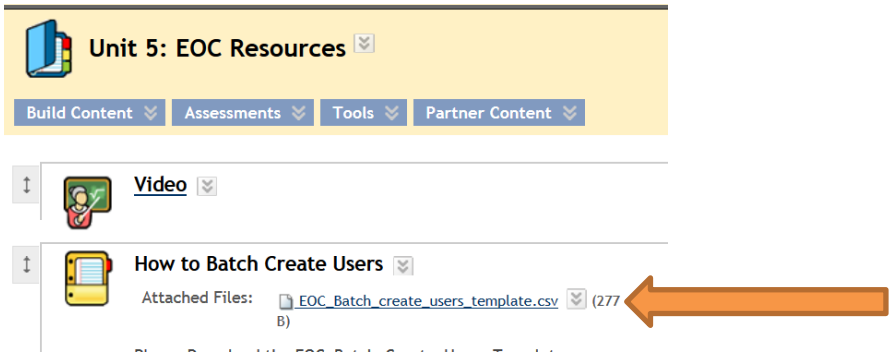
Section 4: Creating Users

Please DO NOT create additional accounts for students who already have user accounts. Students with Blackboard accounts should use their existing accounts for EoC administration. You will need to enroll these students in specific EoC course shells (see Section 6).

1. **From within the IDEAL-NM Portal Admin Resource Center, download the eoc_batch_create_users_template. This template can be found from Unit 5: EOC Resources**



2.



Note: All Columns are required.
Although the template heading has "Student_Id," *you MUST include the NM State Student ID in Column I!*
Although the template heading has "Department," *you MUST include your S.T.A.R.S Location Code in Column J!*
Although the template heading has "Company," *you MUST include your S.T.A.R.S District Code in Column J!*

3. Edit the Batch_Create_Users template.

A	B	C	D	E	F	G	H	I	J	K
External_Person_Key	User_Id	LastName	FirstName	Email	Passwd	System_Role	Institution_Role	Student_Id	Department	Company
idltstptl_quickdraw.mcgraw	quickdraw.mcgraw	McGraw	Quck Draw	quckdraw.mcgraw@hannabarbera.school	yeehaw	none	IDLTSTPTL	123456789	037	046

- **Wherever I have idltstptl, insert your domain prefix in lowercase.**
- **Wherever I have IDLTSTPTL; you insert your domain prefix in UPPERCASE.**
- **Where I have 123456789, 037 and 046 for Student_ID, Department and Company; you insert *Student ID, Location Code and District Code as defined for S.T.A.R.S. reporting.***
- **Please leave the first line alone. Please remove the 2nd line from your template. There is a note on this line reminding you to delete it.**

Notes about the template:

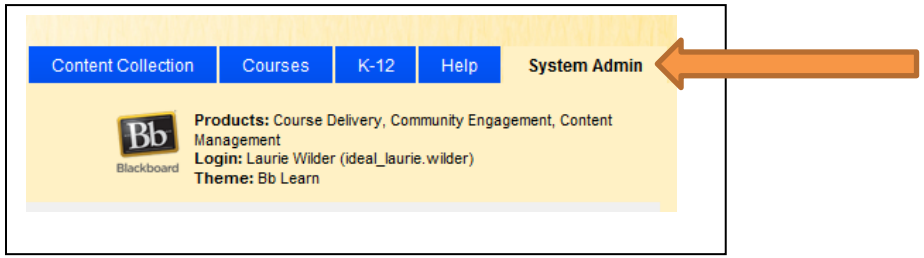
- **The file must be csv (comma separated value) format. The file is opened through excel, but is different.**

It also has a different icon. **vs**

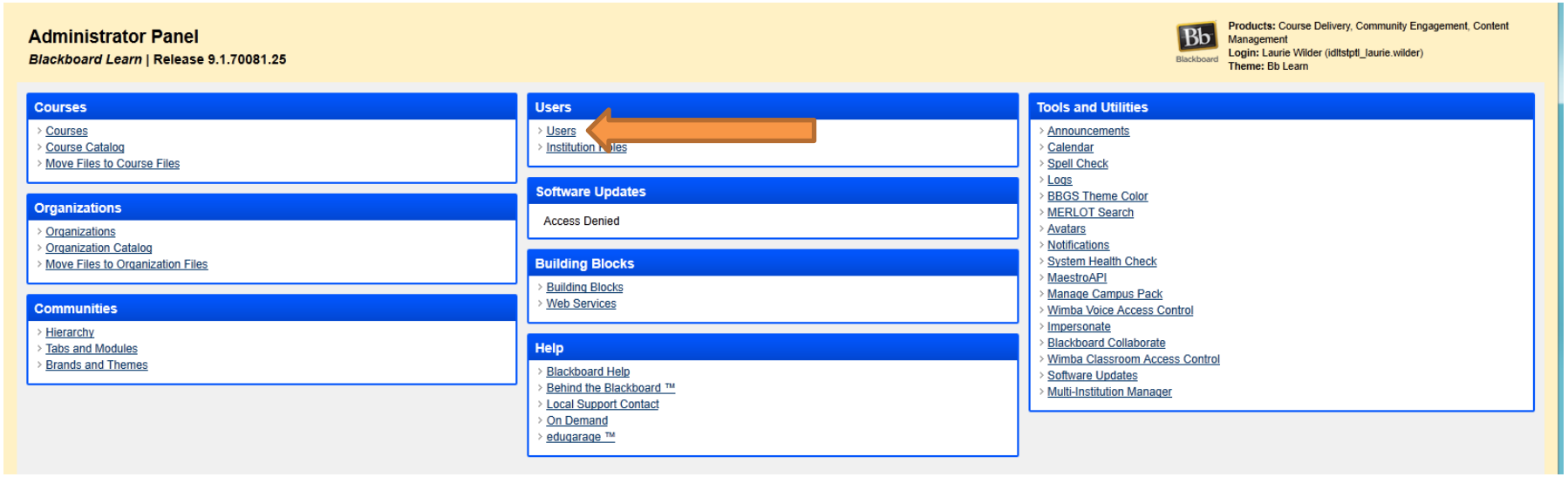
- **Preserve the field headings. They are required and spelling is correct.**
- **You may include up to 500 entries in a single file.**
- **The domain prefix for the External_Person_Key is required and is case sensitive to lowercase.**
- **The domain prefix for Institutuion_Role is required and is case sensitive to Uppercase.**
- **The userid in the External Person Key (EPK, column A) and User_Id (column B) should be lowercase. They must be the same userid**
- **A default password is required. I used yeehaw, but you can use whatever default password you choose. Many schools and districtricts use their School/district ID or S.T.A.R.S. ID. Depending upon your district or school policy, you may need to instruct students to change these passwords when they log in.**
- **System role is always none (not leaving the cell blank, but actually typing the word none).**

4. **Run the batch.**

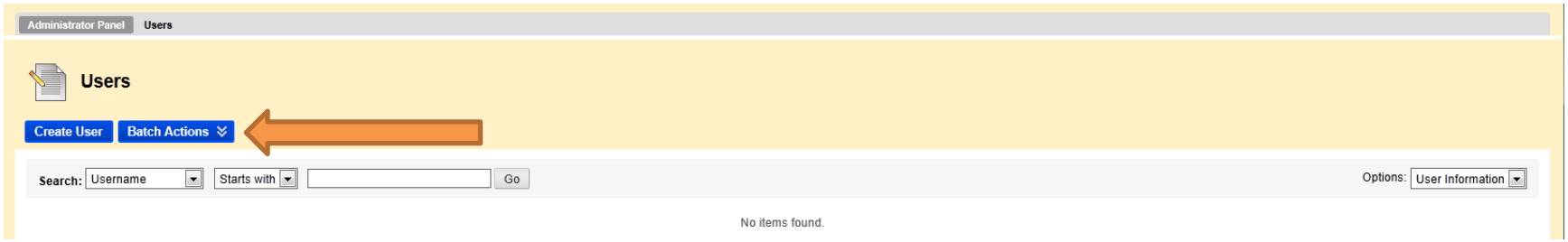
   a. **Go to the system admin tab.**



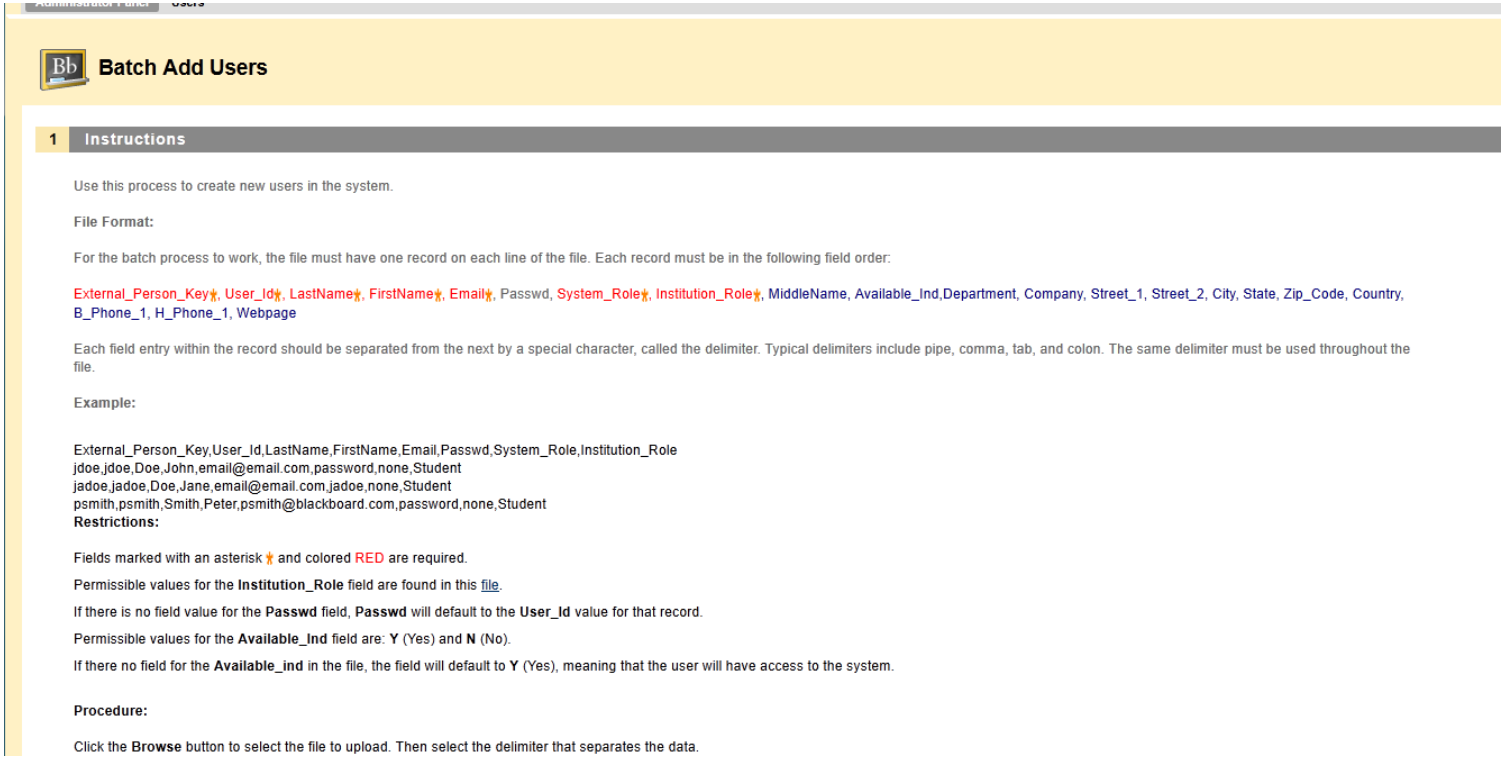
   b. **Click on Users link in the users module.**



c. Choose Batch actions --> create users



Note: This is what the instructions look like. Notice the items in Red match the template. Password should also be red.


Batch Add Users
1 Instructions
Use this process to create new users in the system.
File Format:
For the batch process to work, the file must have one record on each line of the file. Each record must be in the following field order:
External_Person_Key*, User_Id*, LastName*, FirstName*, Email*, Passwd, System_Role*, Institution_Role*, MiddleName, Available_Ind,Department, Company, Street_1, Street_2, City, State, Zip_Code, Country, B_Phone_1, H_Phone_1, Webpage
Each field entry within the record should be separated from the next by a special character, called the delimiter. Typical delimiters include pipe, comma, tab, and colon. The same delimiter must be used throughout the file.
Example:
External_Person_Key,User_Id,LastName,FirstName,Email,Passwd,System_Role,Institution_Role
jdoe,jdoe,Doe,John,email@email.com,password,none,Student
jadoe,jadoe,Doe,Jane,email@email.com,jadoe,none,Student
psmith,psmith,Smith,Peter,psmith@blackboard.com,password,none,Student
Restrictions:
Fields marked with an asterisk * and colored RED are required.
Permissible values for the Institution_Role field are found in this file.
If there is no field value for the Passwd field, Passwd will default to the User_Id value for that record.
Permissible values for the Available_Ind field are: Y (Yes) and N (No).
If there no field for the Available_ind in the file, the field will default to Y (Yes), meaning that the user will have access to the system.
Procedure:
Click the Browse button to select the file to upload. Then select the delimiter that separates the data.

d. Browse for the create users template and enter it.

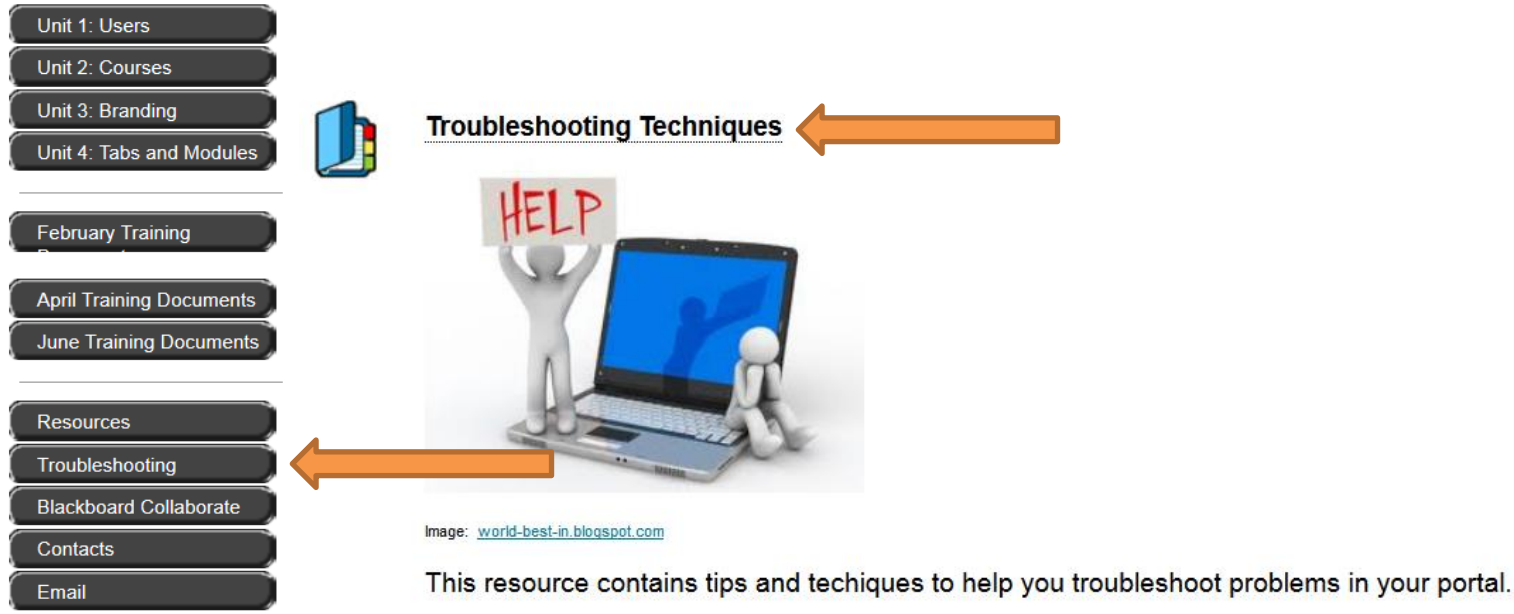
You will receive a message that the batch process is complete.

Extra line breaks in this message were removed.

From: Bb Batch Upload Process [bbsupport@blackboard.com]
To: Wilder, Laurie, PED
Cc:
Subject: Batch Upload has completed

```
The batch upload job has completed with no errors.

--------------------------------------------------------------------------------


/usr/local/blackboard/apps/snapshot/bin/snapshot_override.sh -Ddata.delimeter=, -d IDLTSTPTL_.COURSES.SY12-13.TXT -f CRS_MANUAL -C
/usr/local/blackboard/apps/snapshot/data/snapshot.properties.nm -t /usr/local/blackboard/content/vi/bb_bb60/plugins/bbgs-batch-upload-
processor/inbox/as/archive_20120803_163433/3563.txt

Status Report
--Process complete-- {a6390dc3e1244e11918df2118f169d98 } Elapsed time:  00:00:03.285
  Total count: 1
  Error Count: 0
  Warning count: 0
  Success count: 1
```

If you get errors about your file, refer to the batch file flowchart located in the IDEAL-NM Portal Admin Resource Center.



Batch Feed File Flow Chart

Attached Files: Troubleshoot-flow_chart.pdf (68.305 KB)

Section 5: Copying EoC Course Shells

Large districts may want to create additional Course Shells for each school within the district. If this is necessary, please create a Mantis Ticket and PED will assist with this process.

Section 6: Editing Test Sessions

You MUST complete all three of the following edits for each test and essay:

SECTION 6 MUST BE COMPLETED BEFORE YOU ENROLL STUDENTS IN ANY EOC COURSE SHELLS!

1. **Edit the Name of the test session.**

2. **Assign a Date and Time to each component within a test session. Each test date and time will have its own test session. Remember to reserve a session or two for make-up test. For most tests, there is only one component: the test. For writing EoCs, you also need to assign the date and time for the essay.**

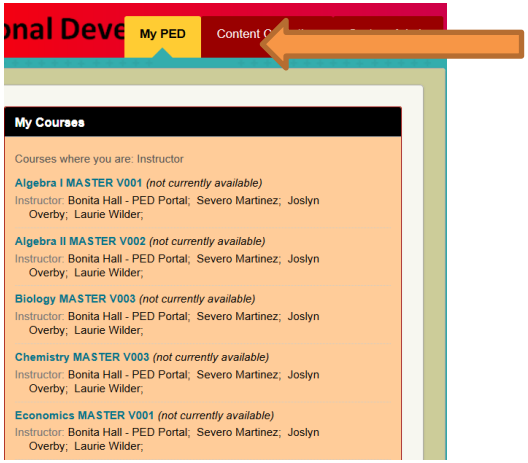
3. **Assign a UNIQUE, SECURE password for the test session. Note: the essays are NOT password protected. Security for the essays is restricted to the date and time assigned in step #2 above.**

FOR EACH TEST

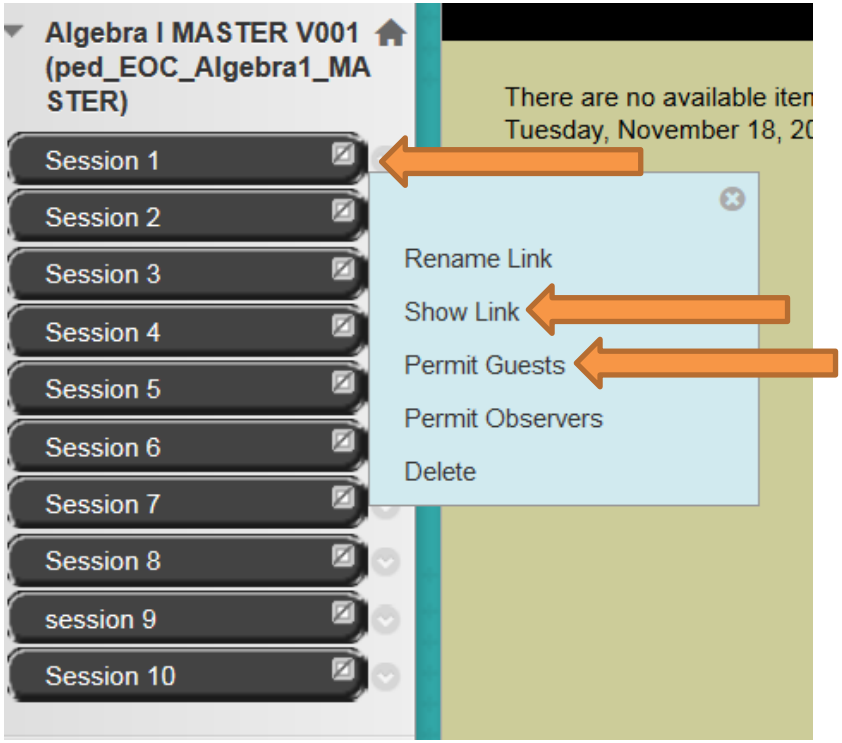
FOLLOW THE DIRECTIONS BELOW.

Edit Test Session Name

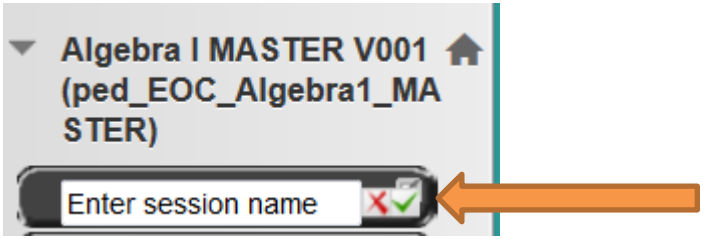
1. **Click on My [Portal] tab and look at "My Courses" module. This example is My PED tab.**


My PED
My Courses
Courses where you are: Instructor
Algebra I MASTER V001 (not currently available)
Instructor: Bonita Hall - PED Portal; Severo Martinez; Joslyn Overby; Laurie Wilder;
Algebra II MASTER V002 (not currently available)
Instructor: Bonita Hall - PED Portal; Severo Martinez; Joslyn Overby; Laurie Wilder;
Biology MASTER V003 (not currently available)
Instructor: Bonita Hall - PED Portal; Severo Martinez; Joslyn Overby; Laurie Wilder;
Chemistry MASTER V003 (not currently available)
Instructor: Bonita Hall - PED Portal; Severo Martinez; Joslyn Overby; Laurie Wilder;
Economics MASTER V001 (not currently available)
Instructor: Bonita Hall - PED Portal; Severo Martinez; Joslyn Overby; Laurie Wilder;

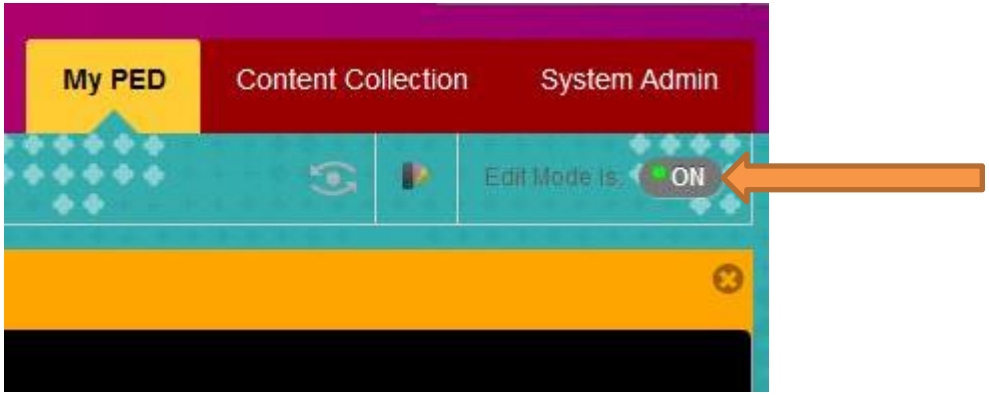
2. **Click on Chevron on right side of Button and click on "Rename Link." After renaming button click on green checkmark.**



3. **Click "Show Link." This will make the test visible in the accounts of all enrolled students. NOTE: You can Show Link at any point when you are ready for the EoC to be visible in the students' accounts. Even if the students can see the link, they will be unable to access the EoC until the date and time designated for the test session, and with the appropriate password.**



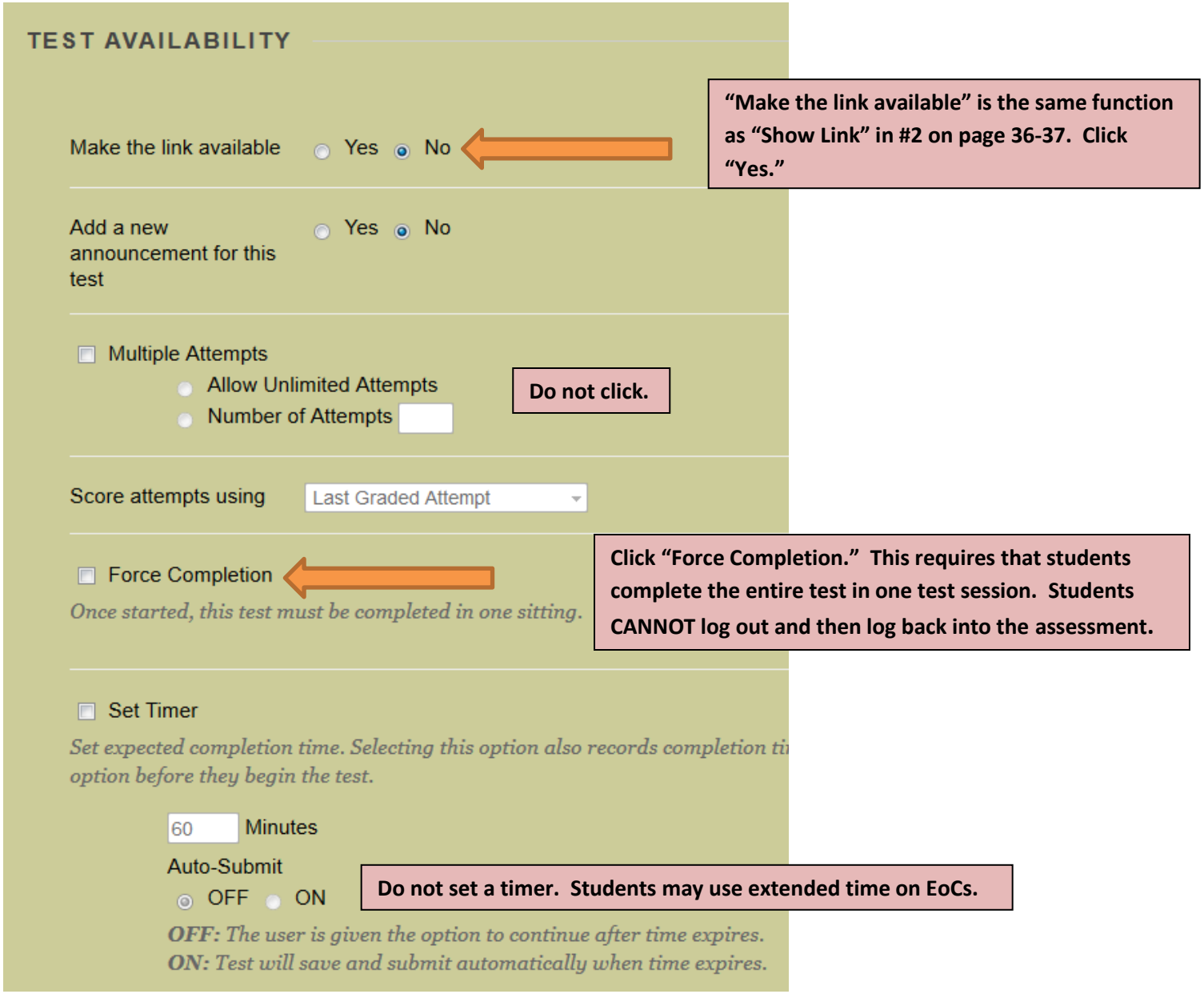
4. **Be sure edit mode is ON. Click on the toggle on the upper right corner.**

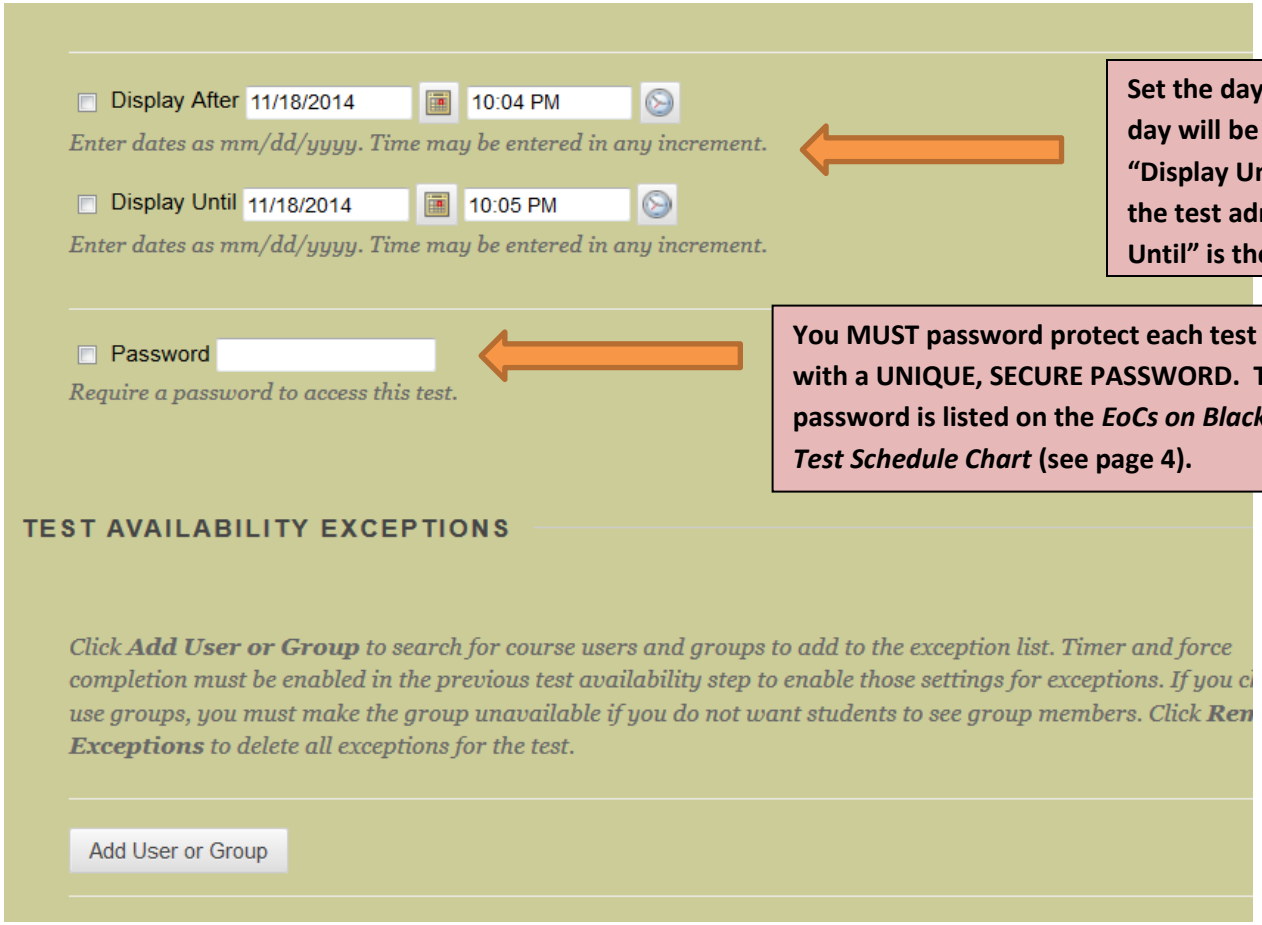


Edit Session Date, Time, and Password

To edit the session times, note the recommended administration times for each EoC. The EoCs were developed to be administered during test sessions of the following lengths:

Session	Recommended Session Time
All High School Assessments (excluding some Student Performance Assessments)	90 minutes
All Middle School Assessments	60 minutes

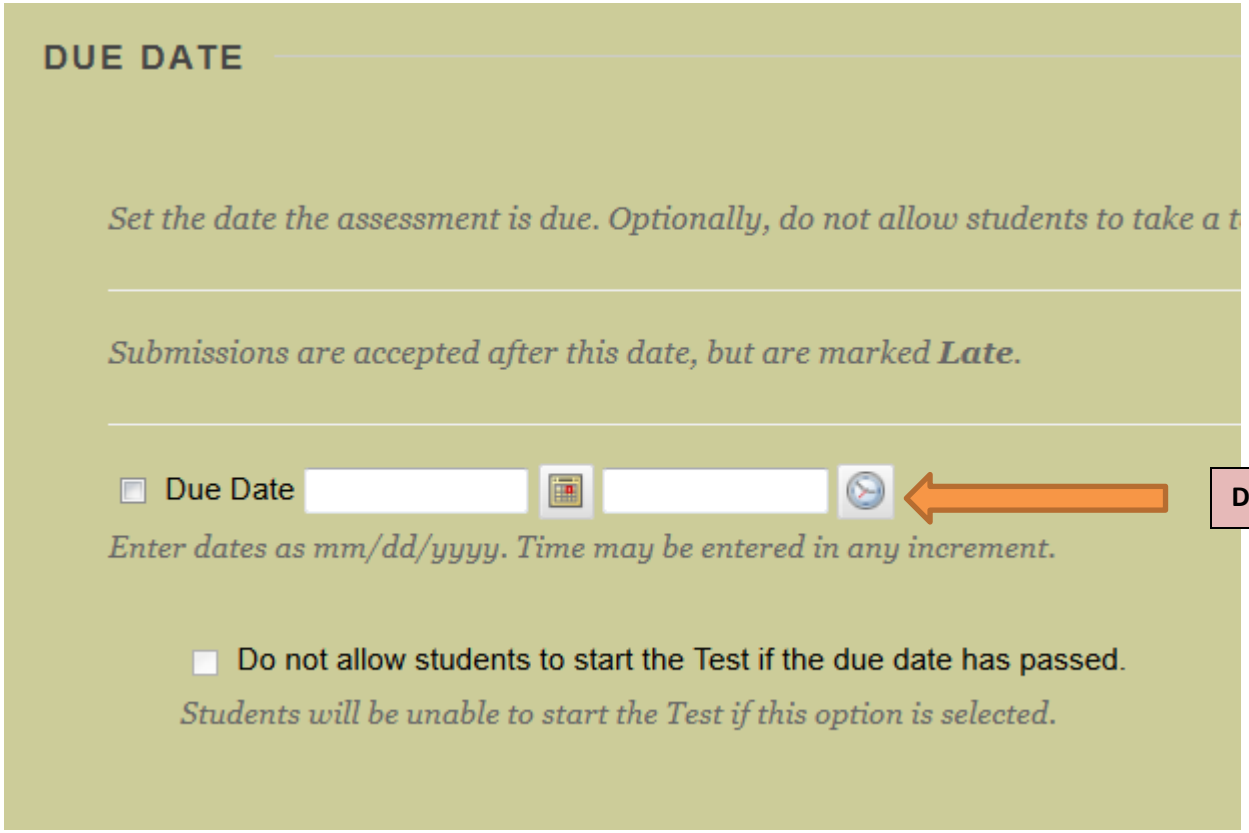

TEST AVAILABILITY
Make the link available
Yes
No
"Make the link available" is the same function as "Show Link" in #2 on page 36-37. Click "Yes."
Add a new announcement for this test
Yes
No
Multiple Attempts
Allow Unlimited Attempts
Number of Attempts
Do not click.
Score attempts using
Last Graded Attempt
Force Completion
Once started, this test must be completed in one sitting.
Click "Force Completion." This requires that students complete the entire test in one test session. Students CANNOT log out and then log back into the assessment.
Set Timer
Set expected completion time. Selecting this option also records completion ti
option before they begin the test.
60
Minutes
Auto-Submit
OFF
ON
Do not set a timer. Students may use extended time on EoCs.
OFF: The user is given the option to continue after time expires.
ON: Test will save and submit automatically when time expires.


Display After 11/18/2014 10:04 PM
Enter dates as mm/dd/yyyy. Time may be entered in any increment.
Display Until 11/18/2014 10:05 PM
Enter dates as mm/dd/yyyy. Time may be entered in any increment.
Password
Require a password to access this test.
TEST AVAILABILITY EXCEPTIONS
Click Add User or Group to search for course users and groups to add to the exception list. Timer and force completion must be enabled in the previous test availability step to enable those settings for exceptions. If you c use groups, you must make the group unavailable if you do not want students to see group members. Click Ren Exceptions to delete all exceptions for the test.
Add User or Group

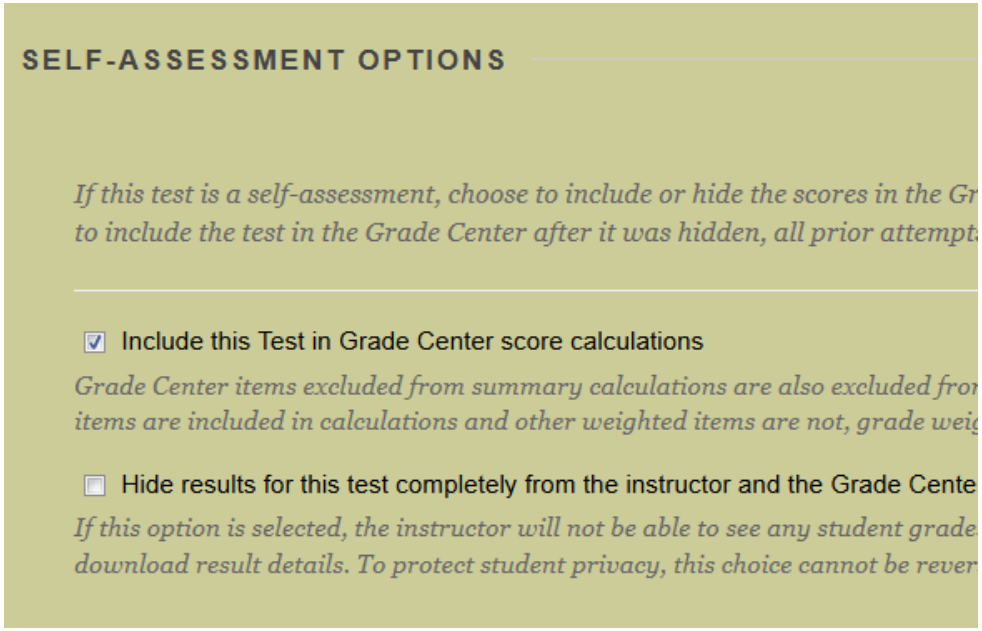
Set the day and time for the test administration. The day will be the same in both "Display After" and "Display Until." The time in "Display After" is the time the test administration BEGINS. The time in "Display Until" is the time the test administration ENDS.*

You MUST password protect each test session with a UNIQUE, SECURE PASSWORD. This password is listed on the *EoCs on Blackboard Test Schedule Chart* (see page 4).

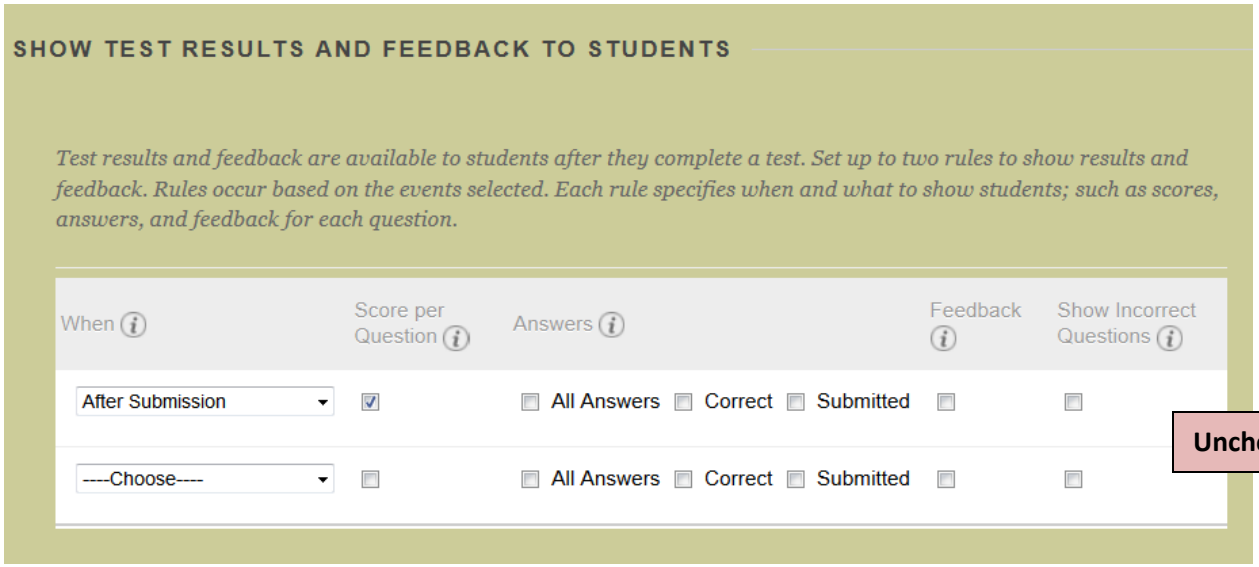
*** NOTE: Students may log into the test at any point during this window. They may SUBMIT completed tests after the designated time. This allows students who need extended time to continue testing until they finish the test. Students CANNOT log out and then log back into the assessment.**


DUE DATE
Set the date the assessment is due. Optionally, do not allow students to take a t
Submissions are accepted after this date, but are marked Late.
Due Date
Enter dates as mm/dd/yyyy. Time may be entered in any increment.
Do not allow students to start the Test if the due date has passed.
Students will be unable to start the Test if this option is selected.

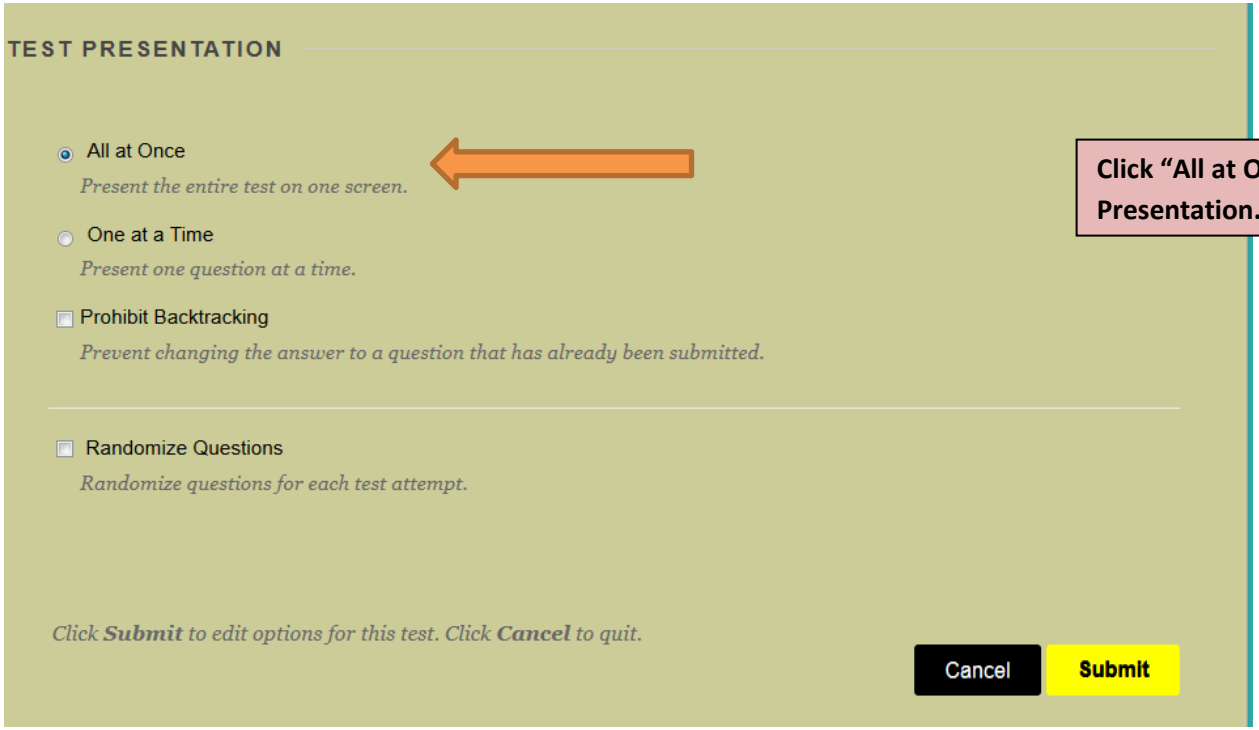
Due Date should be left blank.


SELF-ASSESSMENT OPTIONS
If this test is a self-assessment, choose to include or hide the scores in the Gr
to include the test in the Grade Center after it was hidden, all prior attempt
Include this Test in Grade Center score calculations
Grade Center items excluded from summary calculations are also excluded fro
items are included in calculations and other weighted items are not, grade wei
Hide results for this test completely from the instructor and the Grade Cente
If this option is selected, the instructor will not be able to see any student grade
download result details. To protect student privacy, this choice cannot be rever

Do not change any other default settings.


SHOW TEST RESULTS AND FEEDBACK TO STUDENTS
Test results and feedback are available to students after they complete a test. Set up to two rules to show results and feedback. Rules occur based on the events selected. Each rule specifies when and what to show students; such as scores, answers, and feedback for each question.
When
Score per Question
Answers
Feedback
Show Incorrect Questions
After Submission
All Answers
Correct
Submitted
----Choose----
All Answers
Correct
Submitted

Uncheck all boxes.


TEST PRESENTATION
All at Once
Present the entire test on one screen.
One at a Time
Present one question at a time.
Prohibit Backtracking
Prevent changing the answer to a question that has already been submitted.
Randomize Questions
Randomize questions for each test attempt.
Click Submit to edit options for this test. Click Cancel to quit.
Cancel
Submit

Click "All at Once" under "Test Presentation."

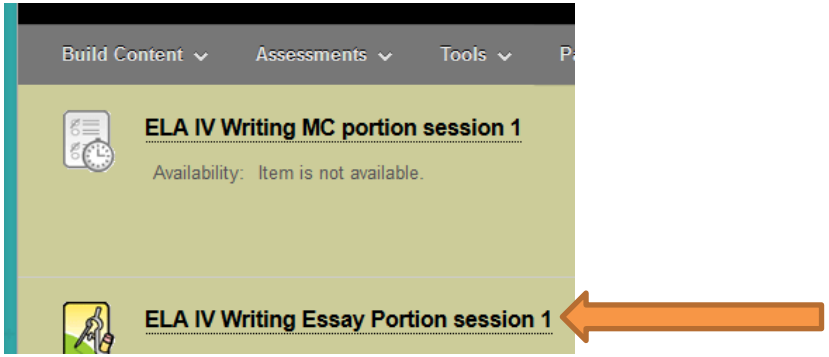
Repeat the above steps for EACH TEST SESSION.

FOR EACH ESSAY

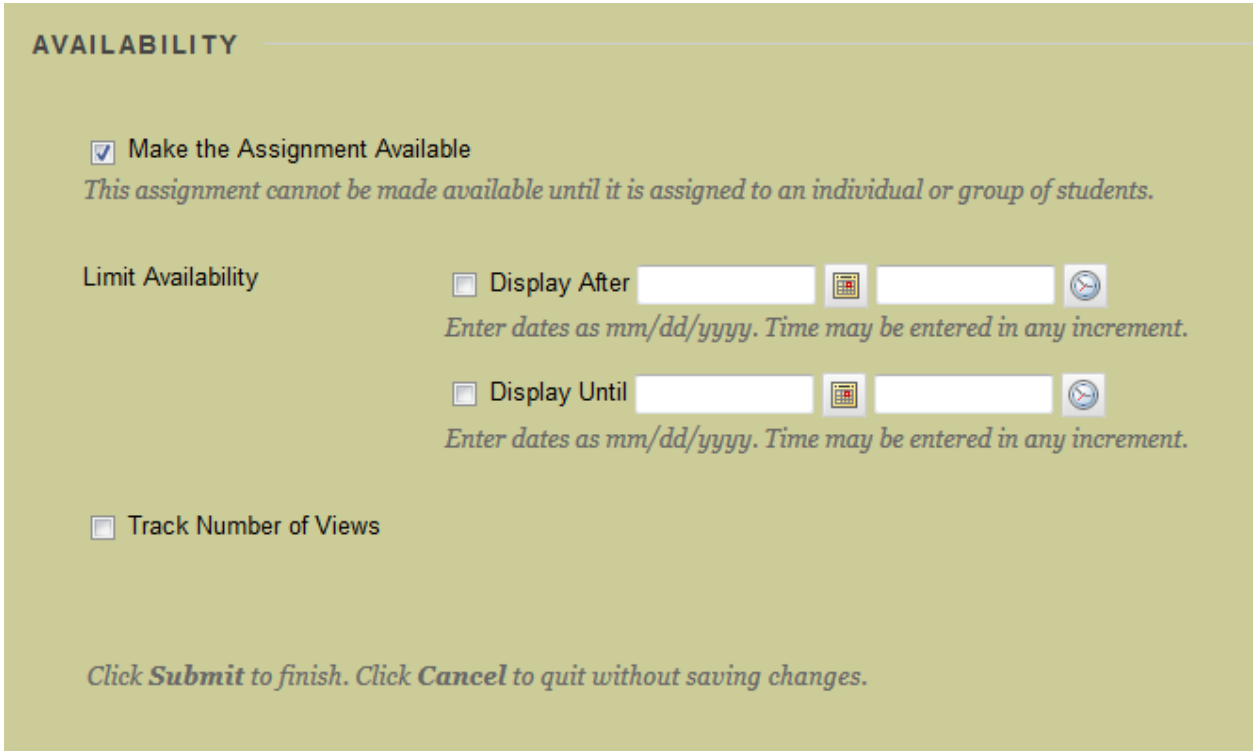
FOLLOW THE DIRECTIONS BELOW. Note: The essays are listed as ASSIGNMENTS.

Edit Assignment Date and Time

When you click on a session of a writing EoC, you will see the multiple choice portion and the essay portion.



1. **Hover over the Essay link and a Chevron will appear. Click "Edit."**
2. **Scroll down to "AVAILABILITY."**
3. **Check the boxes before "Display After" and "Display Until." Input the SAME dates and times that correlate to the multiple choice test portion that you edited previously.**
4. **Do not change any other settings on this page.**


AVAILABILITY
Make the Assignment Available
This assignment cannot be made available until it is assigned to an individual or group of students.
Limit Availability
Display After
Enter dates as mm/dd/yyyy. Time may be entered in any increment.
Display Until
Enter dates as mm/dd/yyyy. Time may be entered in any increment.
Track Number of Views
Click Submit to finish. Click Cancel to quit without saving changes.

Section 7: Enrolling Users in a Course Shell

REMINDER: DO NOT ENROLL STUDENTS UNTIL SECTION 6 HAS BEEN COMPLETED!

There are two ways to enroll users in a course: A) Batch Files and B) GUI Interface.

Use Option A) Batch Files for enrolling users in bulk (up to 500 users in each batch file).
Use Option B) GUI Interface for enrolling a few users.

Option A: Batch Files

1. **Edit the Batch_enroll_Users template**

External_Course_Key	External_Person_Key	Role
idltstptl_Animation_S1_SY1213	idltstptl_george.bailey	Instructor
idltstptl_Animation_S1_SY1213	idltstptl_lucy.moderatz	student
idltstptl_Soundedit_S2_SY1213	idltstptl_george.bailey	student
idltstptl_Soundedit_S2_SY1213	idltstptl_lucy.moderatz	Instructor

Notes about template:

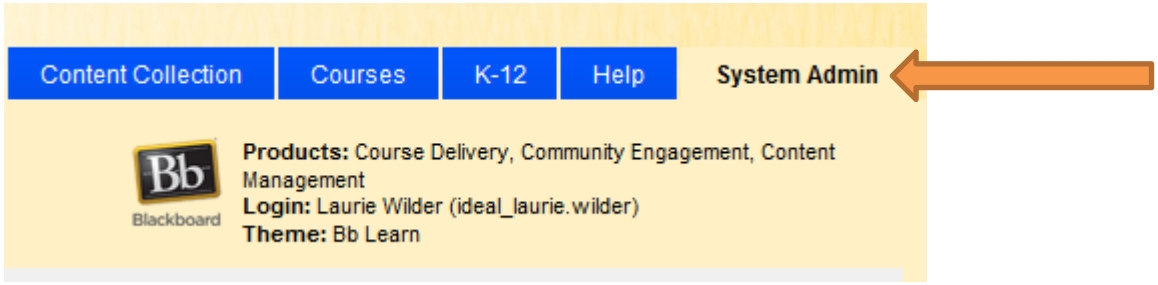
- Wherever I have IDLTSTPTL or idltstptl, insert your domain prefix in the same case.
- The file must be csv (comma separated value) format. The file is opened through excel, but is different.

  It also has a different icon. vs

- Preserve the file headings.
- You may include up to 500 entries in a single file.
- The domain prefix is required and is case sensitive to lowercase
- Include the External Person Key for each user.
- Notice that George and Lucy are instructors in one course and students in another.

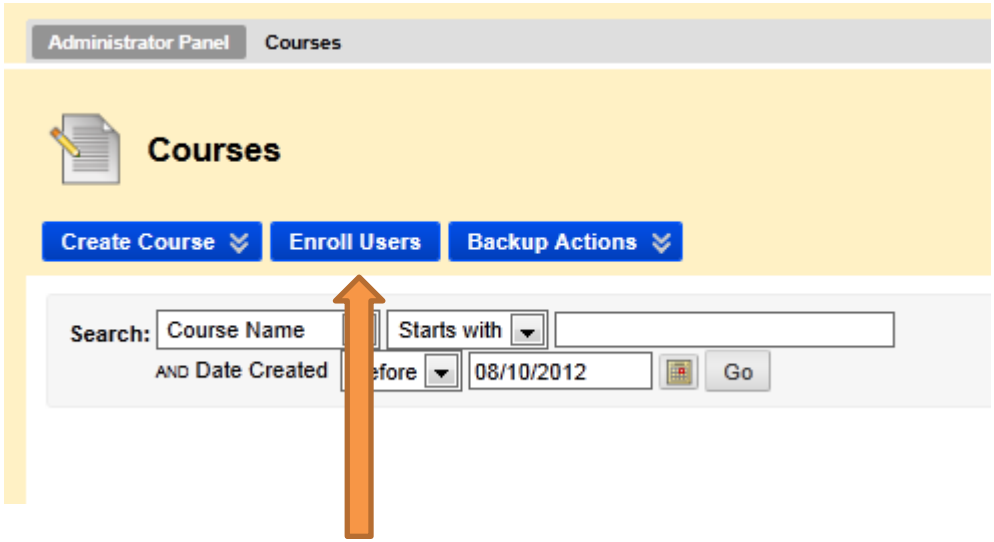
Batch enroll.

a. **Go to the system admin tab.**

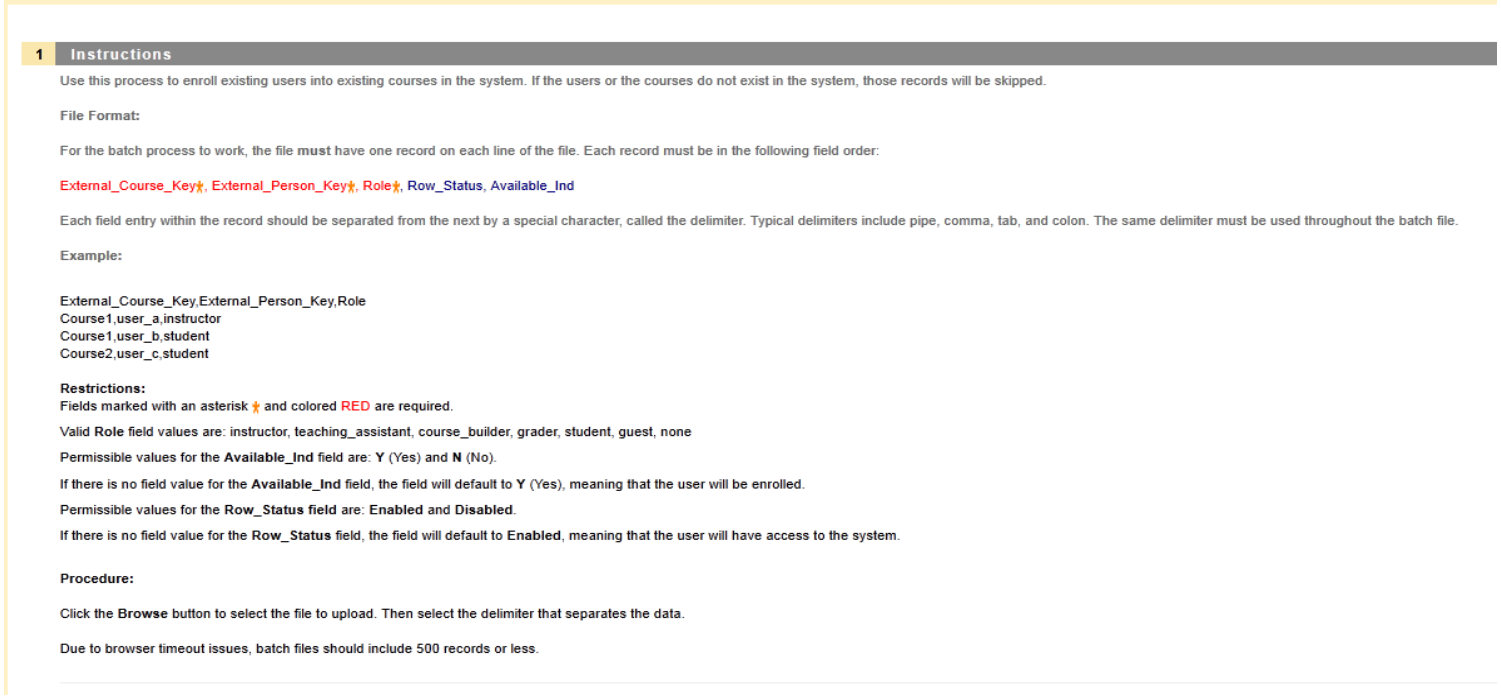


b. **Click on "Courses" in the Courses module.**

c. **Choose “Enroll users.”**



Note: This is what the instructions look like. Notice the items in Red match the template.



1 Instructions

Use this process to enroll existing users into existing courses in the system. If the users or the courses do not exist in the system, those records will be skipped.

File Format:

For the batch process to work, the file **must** have one record on each line of the file. Each record must be in the following field order:

External_Course_Key*, External_Person_Key*, Role*, Row_Status, Available_Ind

Each field entry within the record should be separated from the next by a special character, called the delimiter. Typical delimiters include pipe, comma, tab, and colon. The same delimiter must be used throughout the batch file.

Example:

External_Course_Key,External_Person_Key,Role
Course1,user_a,instructor
Course1,user_b,student
Course2,user_c,student

Restrictions:
Fields marked with an asterisk * and colored RED are required.

Valid **Role** field values are: instructor, teaching_assistant, course_builder, grader, student, guest, none

Permissible values for the **Available_Ind** field are: **Y** (Yes) and **N** (No).

If there is no field value for the **Available_Ind** field, the field will default to **Y** (Yes), meaning that the user will be enrolled.

Permissible values for the **Row_Status field** are: **Enabled** and **Disabled**.

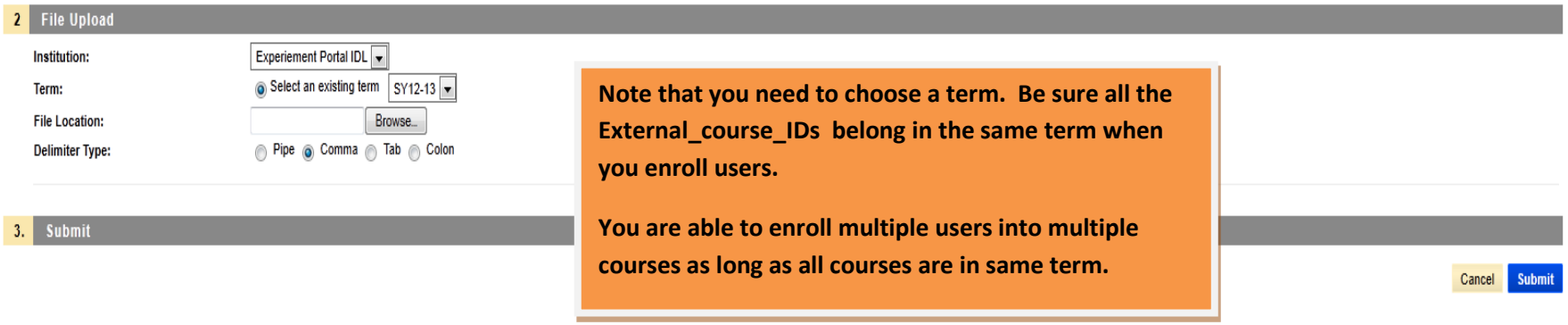
If there is no field value for the **Row_Status** field, the field will default to **Enabled**, meaning that the user will have access to the system.

Procedure:

Click the **Browse** button to select the file to upload. Then select the delimiter that separates the data.

Due to browser timeout issues, batch files should include 500 records or less.

d. Browse for the enroll users template and enter it. Delimiter will always be a comma. Press submit.



Note that you need to choose a term. Be sure all the External_course_IDs belong in the same term when you enroll users.

You are able to enroll multiple users into multiple courses as long as all courses are in same term.

You will receive a message that the batch process is complete.

Extra line breaks in this message were removed.

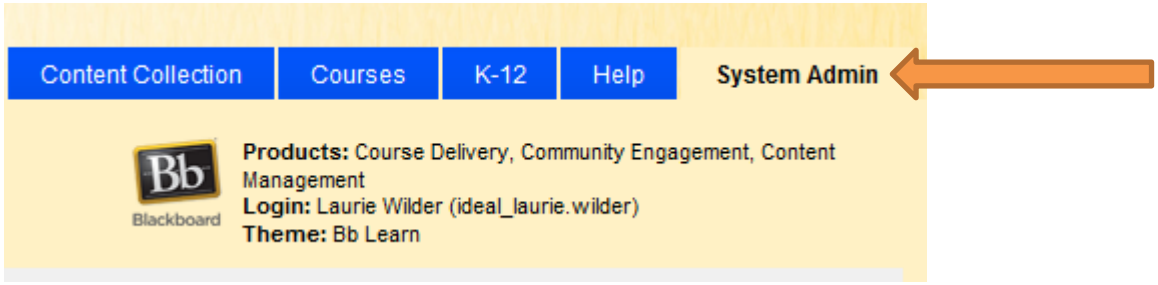
From: Bb Batch Upload Process [bbsupport@blackboard.com]
To: Wilder, Laurie, PED
Cc:
Subject: Batch Upload has completed

```
The batch upload job has completed with no errors.

------------------------------------------------------------------------------


/usr/local/blackboard/apps/snapshot/bin/snapshot_override.sh -Ddata.delimeter=, -d IDLTSTPTL_.COURSES.SY12-13.TXT -f CRS_MANUAL -C
/usr/local/blackboard/apps/snapshot/data/snapshot.properties.nm -t /usr/local/blackboard/content/vi/bb_bb60/plugins/bbgs-batch-upload-
processor/inbox/as/archive_20120803_163433/3563.txt

Status Report
--Process complete-- {a6390dc3e1244e11918df2118f169d98 } Elapsed time:  00:00:03.285
  Total count: 1
  Error Count: 0
  Warning count: 0
  Success count: 1
```

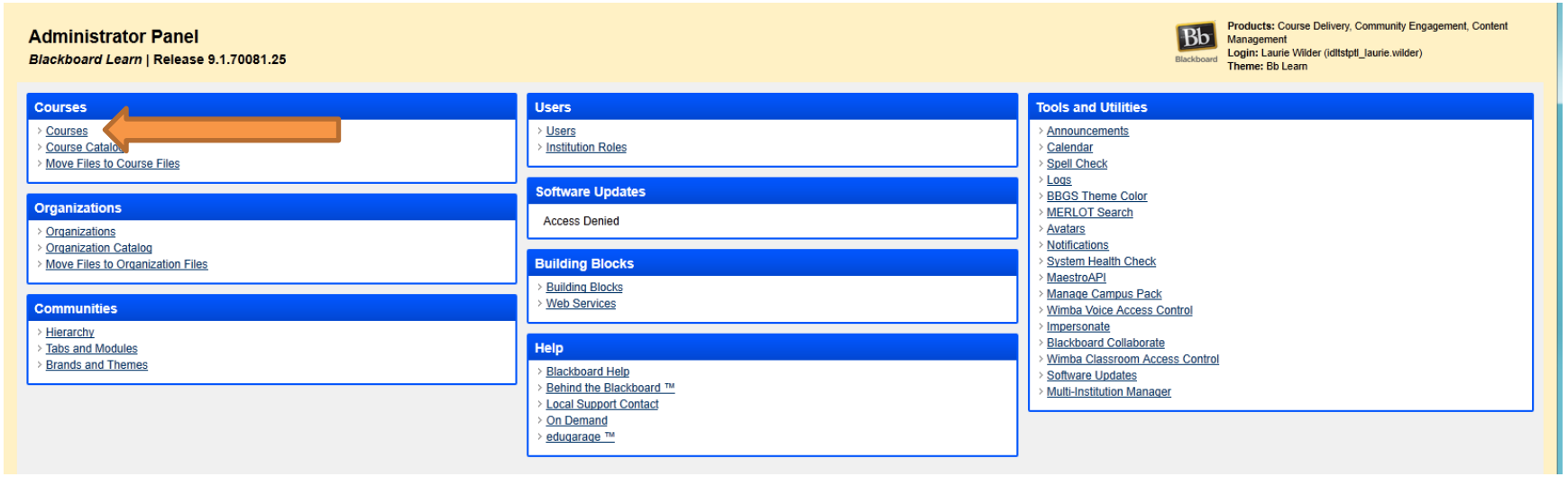
Option B: GUI Interface

Use option B for quickly enrolling a few users.

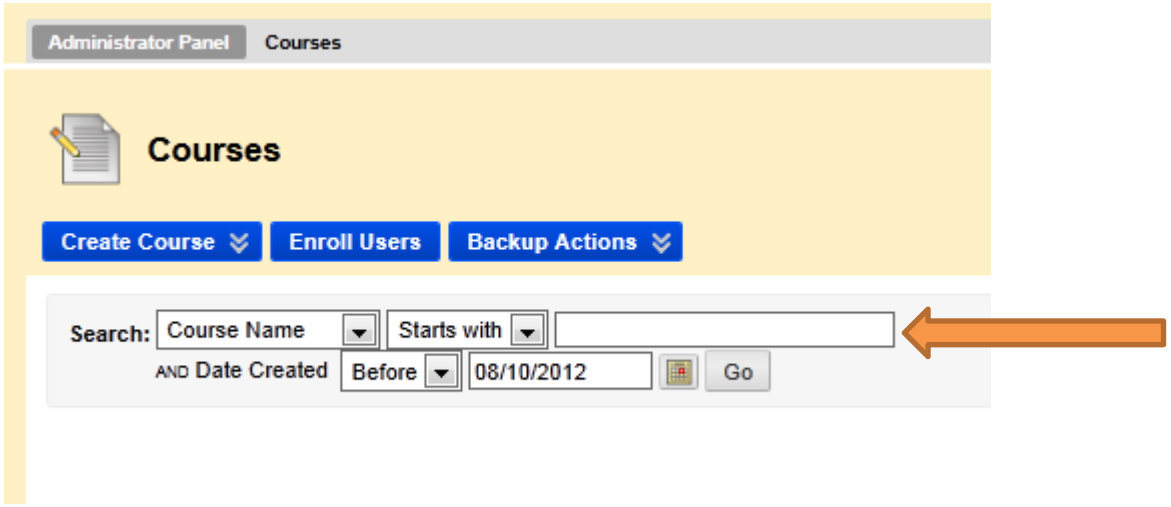
1. **Go to the system admin tab.**



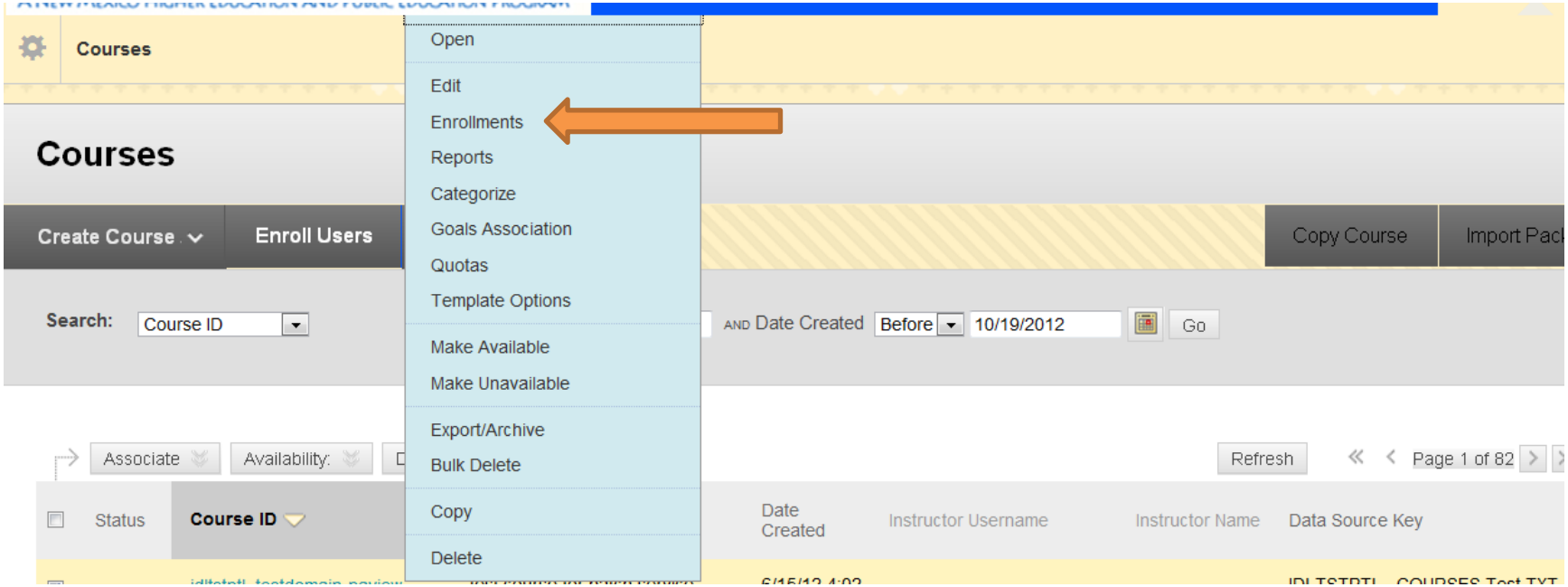
2. **Click on "Courses" in the Courses module.**



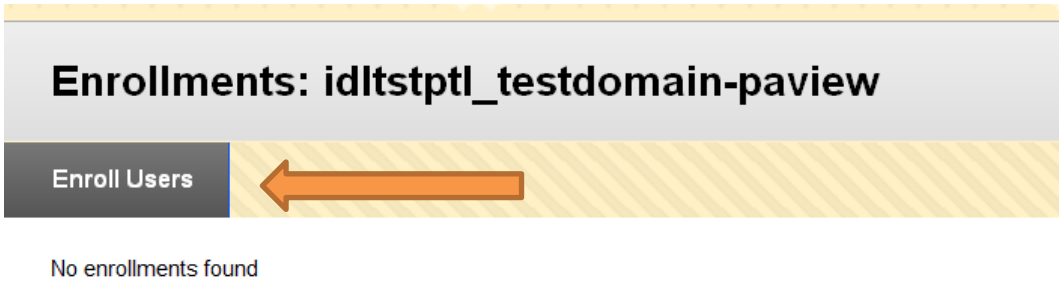
3. **Search for the course.**



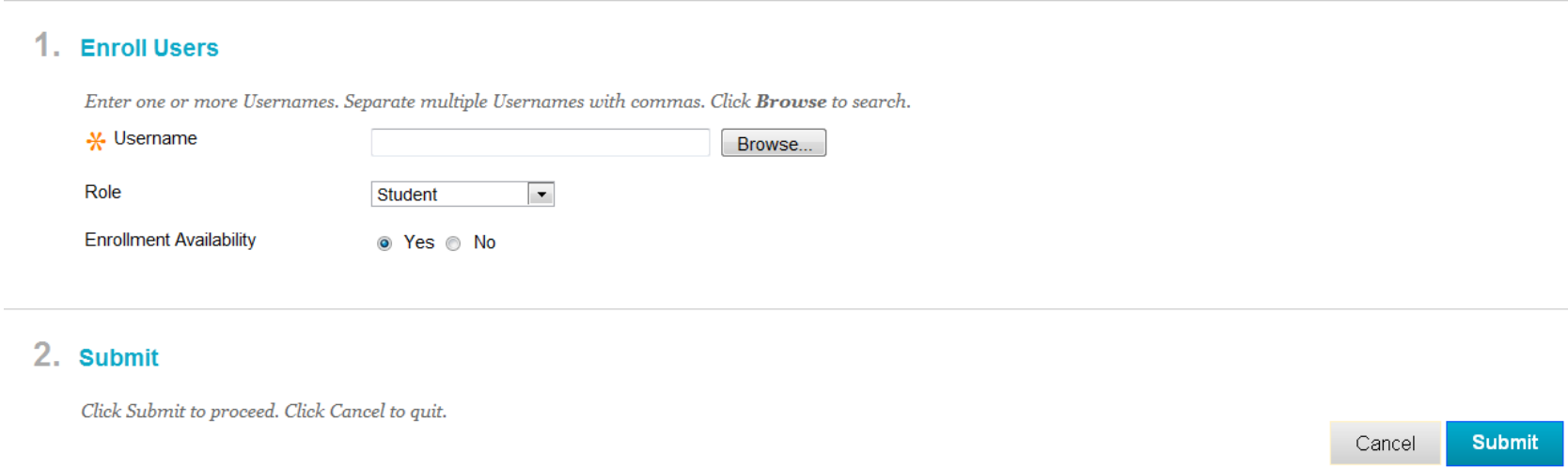
4. **Click the chevron next to the course and choose "enrollments."**



5. **Click on "Enroll User."**



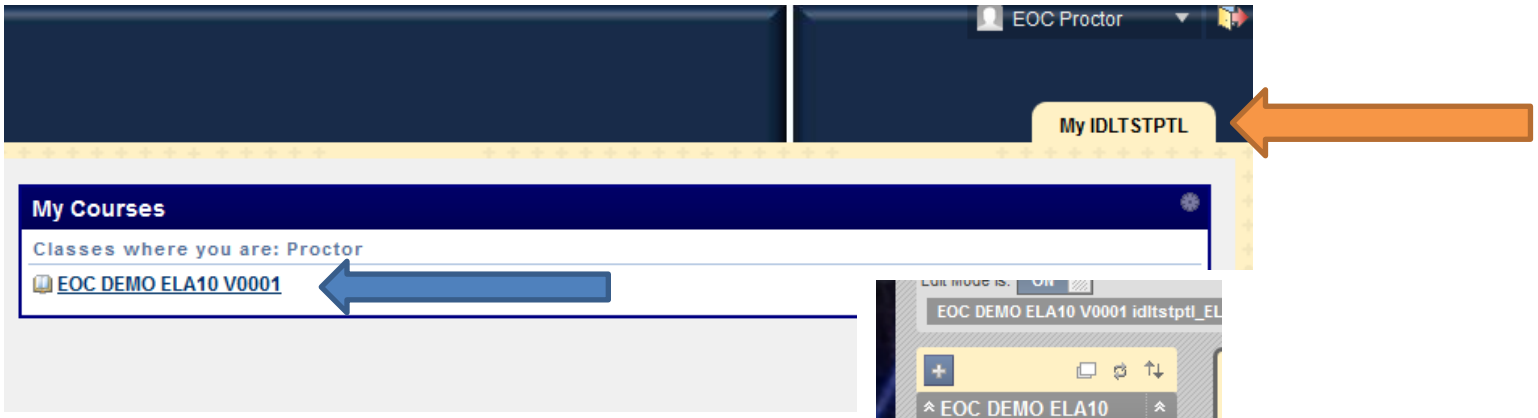
6. **Browse for the user then press submit. Be sure to select the appropriate role for the user.**



Section 8: Password Reset

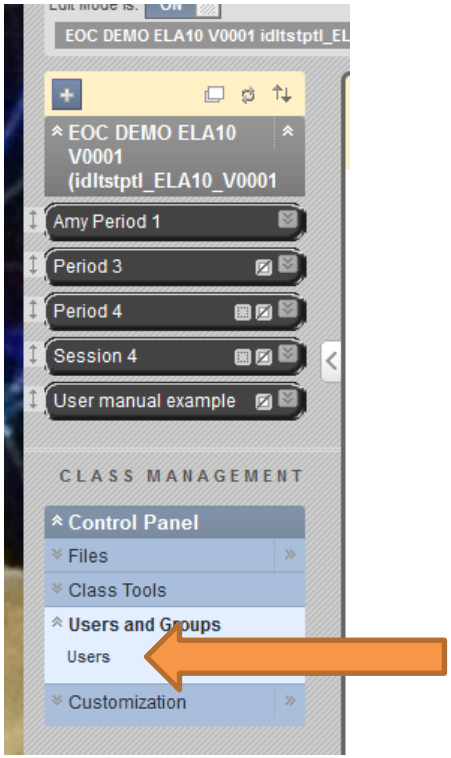
Test Coordinators and Test Administrators (called “Proctors” in Blackboard” may reset student passwords using the following steps.

1. **From My [Portal] tab (in this example, it’s My Idltstptl), enter the EOC subject shell.**

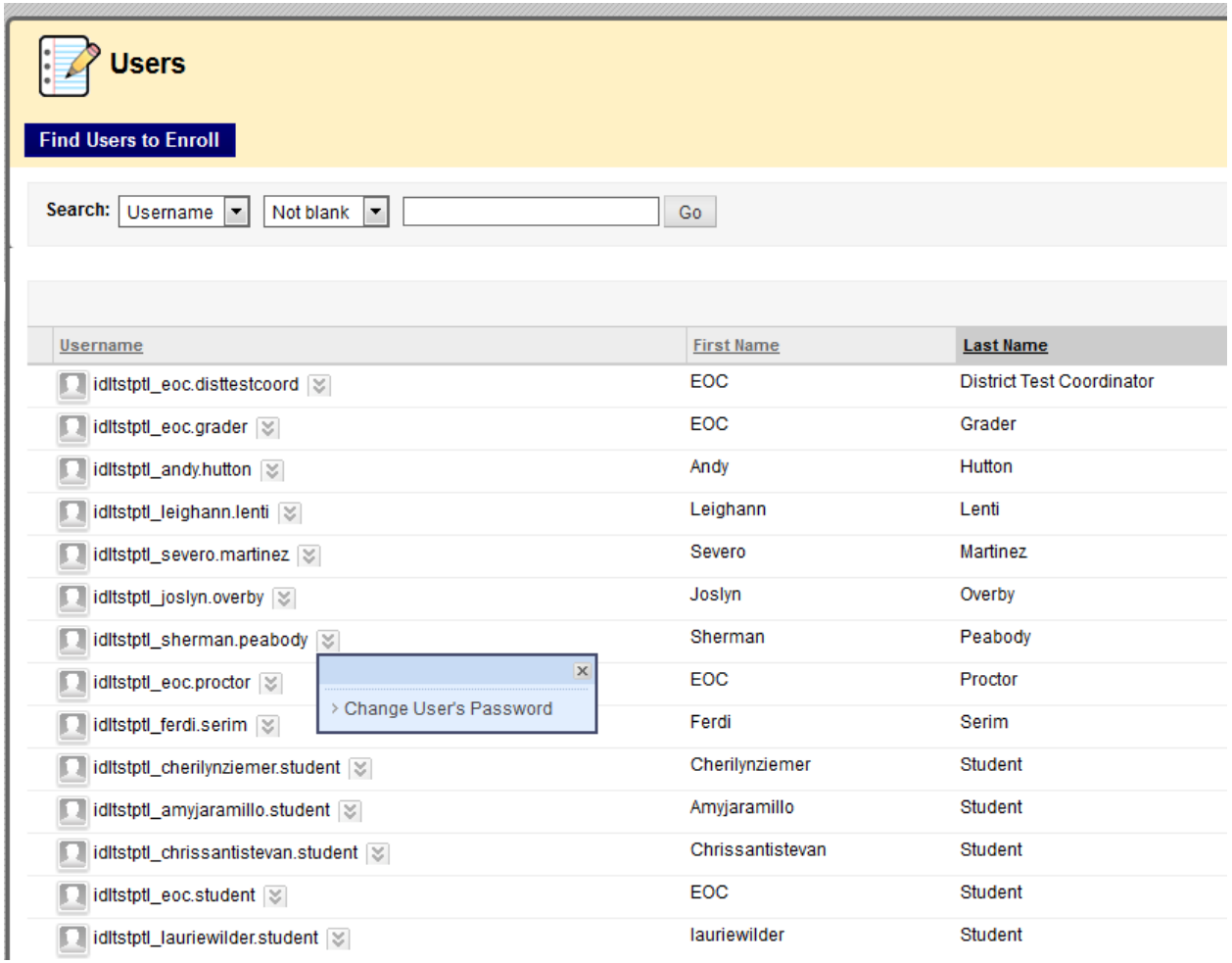


2. **Click EOC subject shell in which student will be testing.**

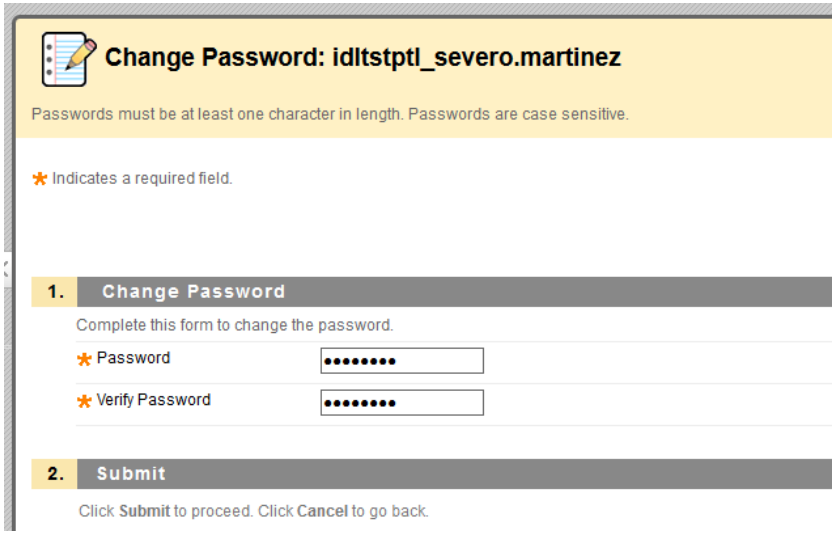
3. **Choose the student from Users in the Control Panel.**



4. **Locate the user and click on chevron to right of username. Click on only option on the drop-down menu.**



5. **Update the password and press submit.**

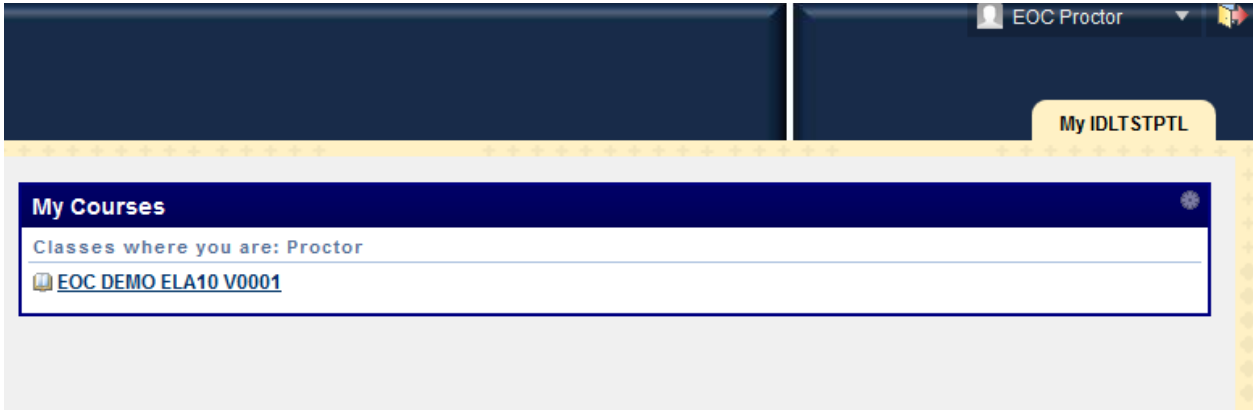

Change Password: idltstptl_severo.martinez
Passwords must be at least one character in length. Passwords are case sensitive.
* Indicates a required field.
1. Change Password
Complete this form to change the password.
* Password
* Verify Password
2. Submit
Click Submit to proceed. Click Cancel to go back.

6. **The TA ("Proctor") is able to change the password only for those users enrolled with course role "student."**

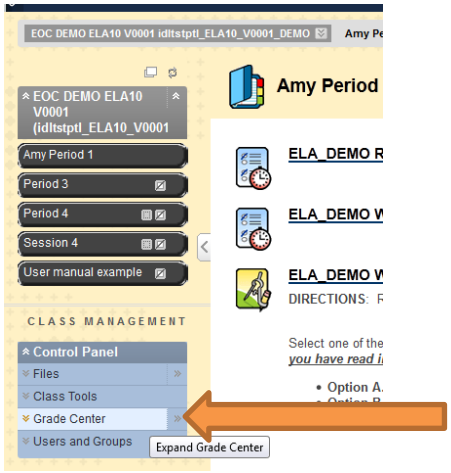
Username	First Name	Last Name	Email	Role
idltstptl_eoc.disttestcoord	EOC	District Test Coordinator	laurie.wilder@state.nm.us	District Test Coordinator
idltstptl_eoc.grader	EOC	Grader	laurie.wilder@state.nm.us	Grader
idltstptl_andy.hutton	Andy	Hutton	andy.hutton@state.nm.us	Student
idltstptl_amy.jaramillo	Amy	Jaramillo	Amy.Jaramillo@state.nm.us	Teacher
idltstptl_leighann.lenti	Leighann	Lenti	Leighann.Lenti@state.nm.us	Student
idltstptl_severo.martinez	Severo	Martinez	severo.martinez@state.nm.us	Student
idltstptl_grader.one	Grader	One		Grader
idltstptl_joslyn.overby	Joslyn	Overby	joslyn.overby@state.nm.us	Student
idltstptl_sherman.peabody	Sherman	Peabody	laurie.wilder@state.nm.us	Student
idltstptl_eoc.proctor	EOC	Proctor	laurie.wilder@state.nm.us	Proctor
idltstptl_ferdi.serim	Ferdi	Serim	Ferdi.serim@state.nm.us	Student
idltstptl_cherilynziemer.student	Cherilynziemer	Student	cherilyn.ziemer@state.nm.us	Student
idltstptl_lauriewilder.student	lauriewilder	Student	laurie.wilder@state.nm.us	Student
idltstptl_eoc.student	EOC	Student	laurie.wilder@state.nm.us	Student
idltstptl_amyjaramillo.student	Amyjaramillo	Student	amy.jaramillo@state.nm.us	Student
idltstptl_chrissantistevan.student	Chrissantistevan	Student	chris.santistevan@state.nm.us	Student
idltstptl_grader.two	Grader	Two		Grader

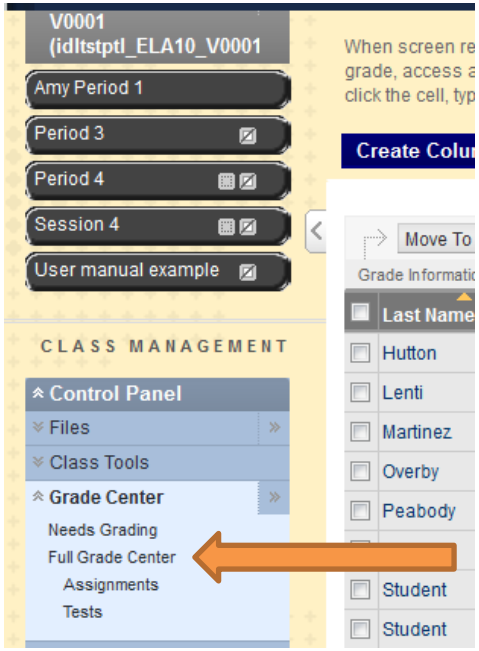
Section 9: Grading Short Answer and Performance Items

1. **Log into the Course Shell in which you need to complete grading.**

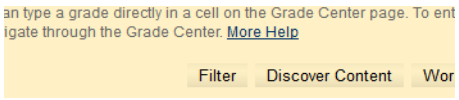


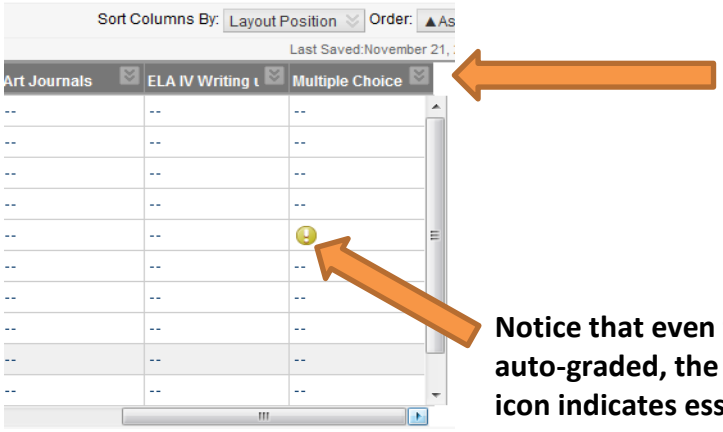
2. **Click on Grade Center.**





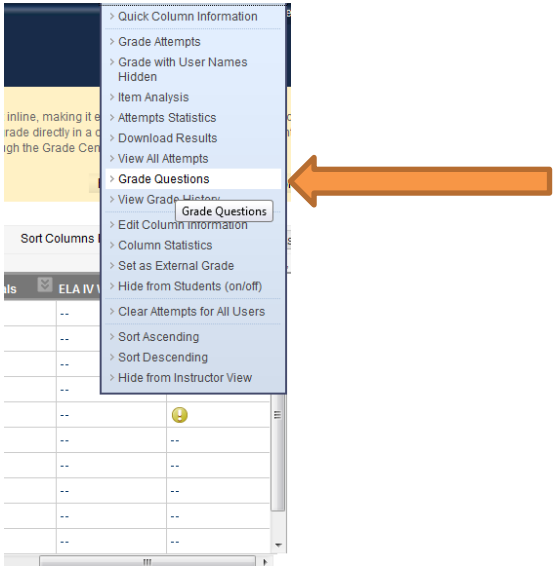
3. Click "Full Grade Center."


an type a grade directly in a cell on the Grade Center page. To ent
igate through the Grade Center. More Help
Filter
Discover Content
Wor

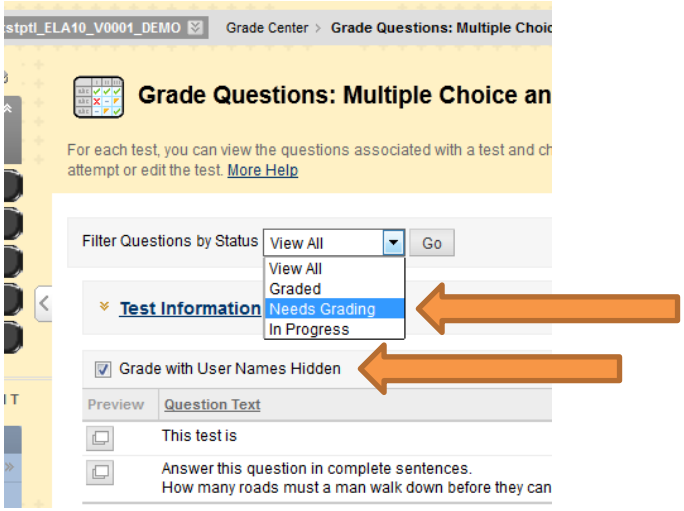


4. Navigate to the Multiple Choice section of the exam. Click on the chevron to the right of the test you will grade.

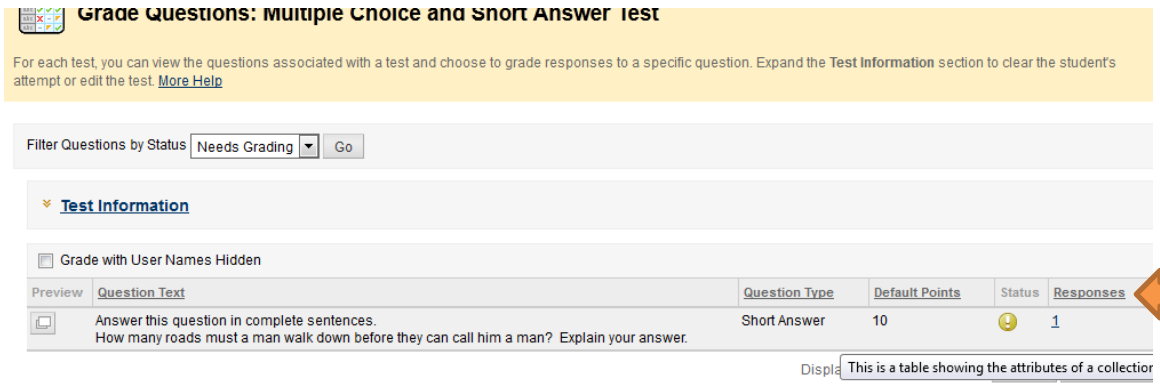
Notice that even though the multiple-choice items have been auto-graded, the test still shows as an ungraded attempt. The icon indicates essay questions that need to be manually graded.



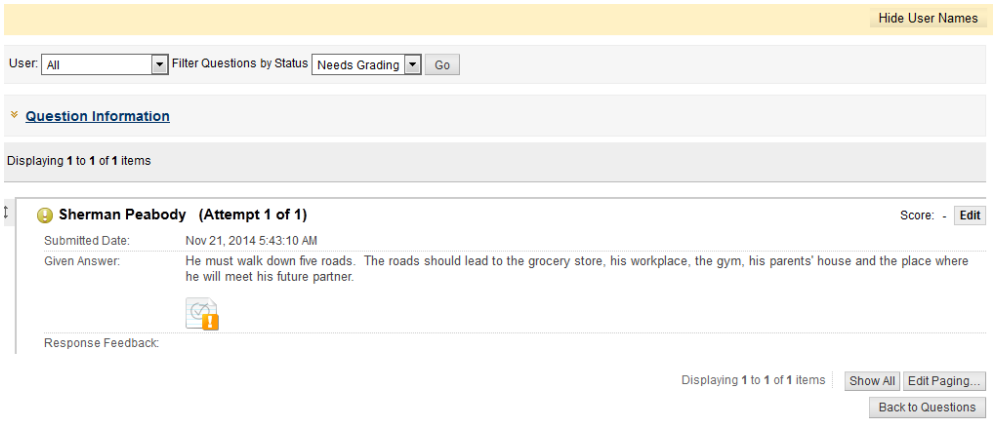
5. Select "Grade Questions."


Grade Center
Grade Questions: Multiple Choice an
For each test, you can view the questions associated with a test and ch
attempt or edit the test. More Help
Filter Questions by Status
View All
Go
View All
Graded
Needs Grading
In Progress
Test Information
Grade with User Names Hidden
Preview
Question Text
This test is
Answer this question in complete sentences.
How many roads must a man walk down before they can

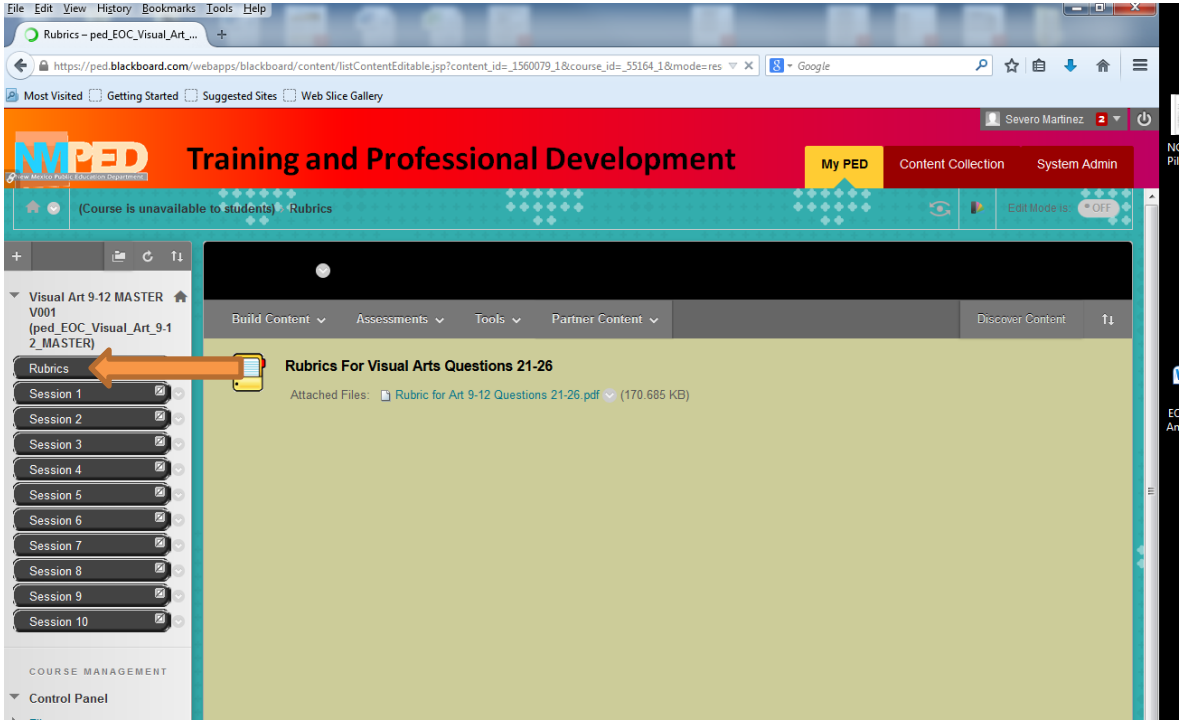
6. Select "Needs Grading" and click "Grade with User Names Hidden."


Grade Questions: Multiple Choice and Short Answer Test
For each test, you can view the questions associated with a test and choose to grade responses to a specific question. Expand the Test Information section to clear the student's attempt or edit the test. More Help
Filter Questions by Status Needs Grading Go
Test Information
Grade with User Names Hidden
Preview
Question Text
Question Type
Default Points
Status
Responses
Answer this question in complete sentences.
How many roads must a man walk down before they can call him a man? Explain your answer.
Short Answer
10
1
This is a table showing the attributes of a collection

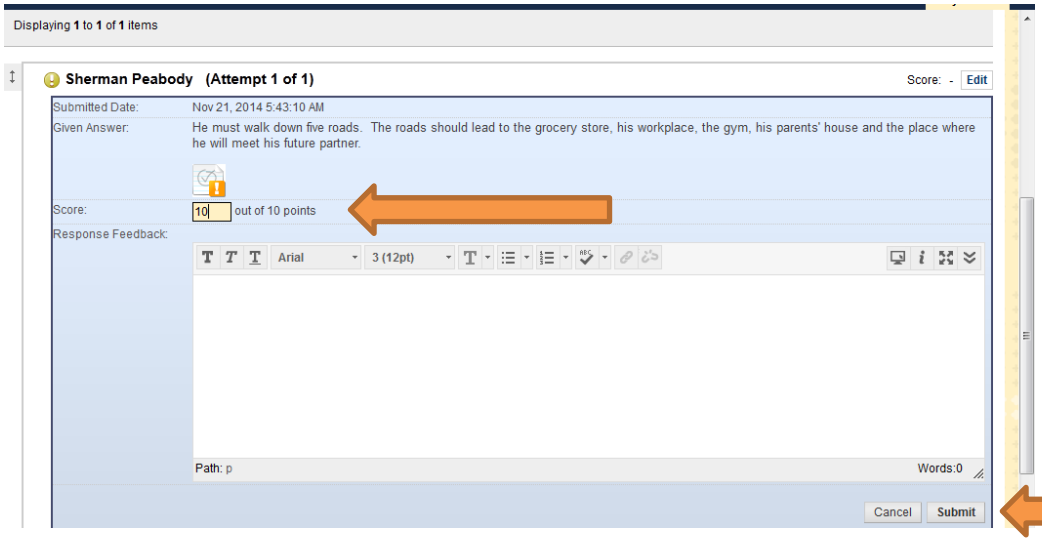
7. You now see only the short answer or performance questions on the test that need to be manually graded. Click "Responses."


Hide User Names
User: All
Filter Questions by Status Needs Grading
Go
Question Information
Displaying 1 to 1 of 1 items
Sherman Peabody (Attempt 1 of 1)
Score: -
Edit
Submitted Date:
Nov 21, 2014 5:43:10 AM
Given Answer:
He must walk down five roads. The roads should lead to the grocery store, his workplace, the gym, his parents' house and the place where he will meet his future partner.
Response Feedback:
Displaying 1 to 1 of 1 items
Show All
Edit Paging...
Back to Questions

8. Click "Edit" to grade this question.

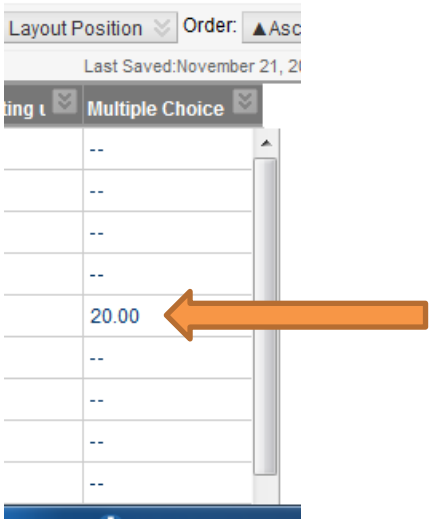


9. Access the rubrics in the master course shell content page. The rubrics are all in the button titled "Rubrics." They can be viewed online or printed for grader accessibility.


Displaying 1 to 1 of 1 items
Sherman Peabody (Attempt 1 of 1)
Score: - Edit
Submitted Date: Nov 21, 2014 5:43:10 AM
Given Answer: He must walk down five roads. The roads should lead to the grocery store, his workplace, the gym, his parents' house and the place where he will meet his future partner.
Score: 10 out of 10 points
Response Feedback:
Arial
3 (12pt)
Path: p
Words:0
Cancel
Submit

10. After grading the item, enter the number of points the student earned. For performance items, use the performance rubrics to score students and input scores here.

11. Click "Submit."



In the gradebook, you may now see the points earned for this test that includes the multiple choice and short answer questions.

Double-scoring must be conducted according to the scoring guidelines below.

Guidelines for Scoring of Short Answer and Performance Items

For scoring of **short answer responses**, scorers must follow these guidelines:

- Responses should be scored after students complete the written portion of the assessment.
- The two scorers collaboratively review the scoring rubrics before scoring begins.
- Each scorer independently scores student A.
- The two scorers compare scores for student A. If the scores are the same, the scorers move on to student B.
- **If the scores are different, the two scorers discuss why they scored the way they did and agree upon a score based on the rubric.** After agreeing upon the score, the scorers move on to student B.
- The two scorers continue this practice for the first ***25 students***. If the two scorers are scoring uniformly at that point, the primary scorer may continue scoring independently.
- If the two scorers are not scoring uniformly after 25 students, they should continue this process until they repeatedly score uniformly.

- After completing this process on day 1, two scorers are only required for the first ***10 students*** on each subsequent day of scoring.

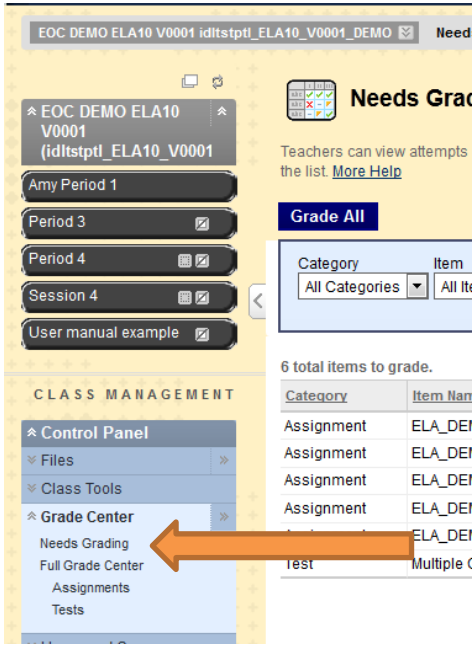
For scoring of the **performances**, the first 10 students must be double-scored on the first day of testing and on additional days such that double-scoring occurs on half of the testing days. This means that, for half of the days in which the test is given, the first 10 students must be scored by two people according to the following guidelines. For an odd number of testing days, you may round down for the double-scoring requirement. For example, if a TA administers the assessment on all five days of a school week, double-scoring must happen on Monday and one other day during the week. The purpose of double-scoring is to promote consistent application of the rubric and ensure inter-rater reliability.

- The two scorers collaboratively review the performance rubric before administering this portion of the SPA.
- The performances should be scored while students perform according to the performance rubric.
- While the first ten students perform, the scorers independently score each student on their rubric.
- After the first ten students perform, the students may take a short break while the scorers discuss their scores. **The two scorers must agree upon a score for each component of the rubric with regard to each student.** The scorers may NOT average their scores. This discussion is intended to calibrate the primary scorer so that s/he is consistent with scoring throughout the process.
- Alternately, a short discussion to calibrate scores may occur after each student performs.
- After the scoring discussion, both rubrics for a student should reflect the same scores. Both rubrics should be returned to the DTC for storage.
- If the assessment is given to ALL students in ONE day, at least the first 25 students must be double-scored. If there are fewer than 25 students, all students must be double-scored.

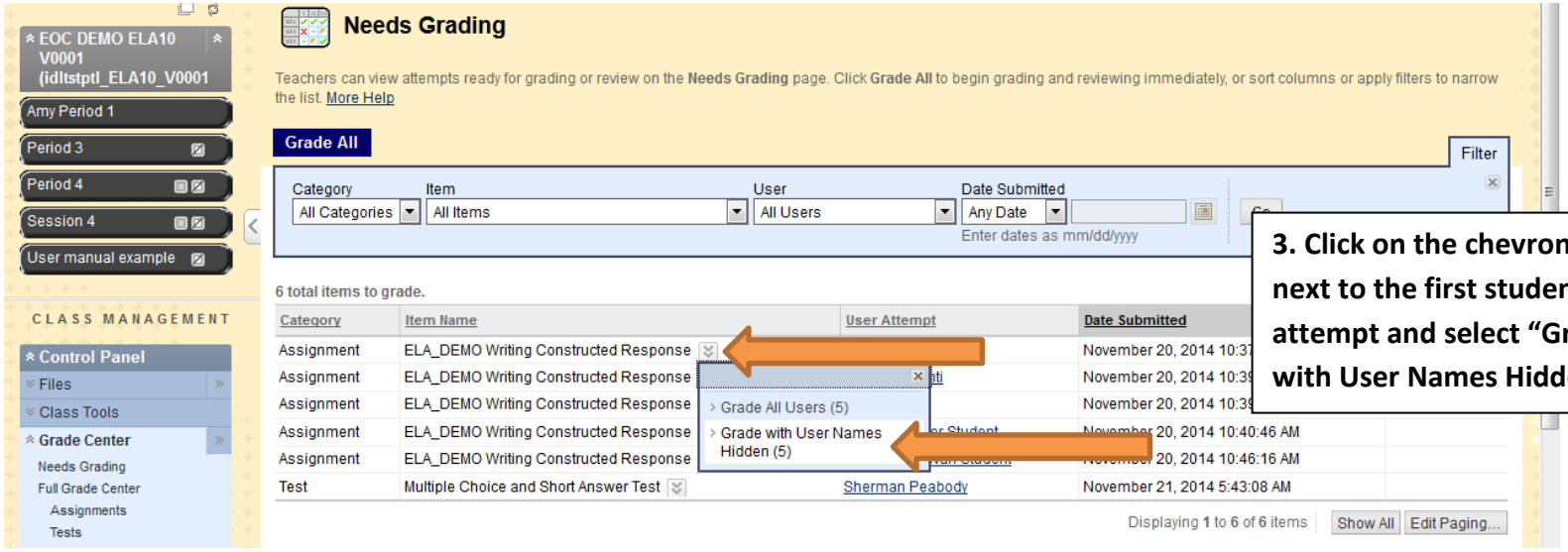
Section 10: Grading Essays

Only English Language Arts III: Writing V002, English Language Arts IV: Writing V001 and Spanish Language Arts III: Writing V001 have essays.

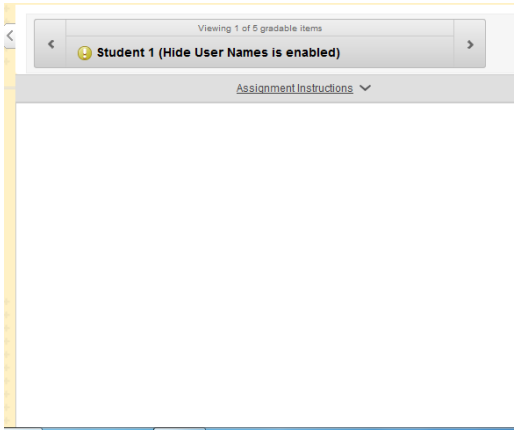
1. Open the Grade Center by clicking on the chevron.



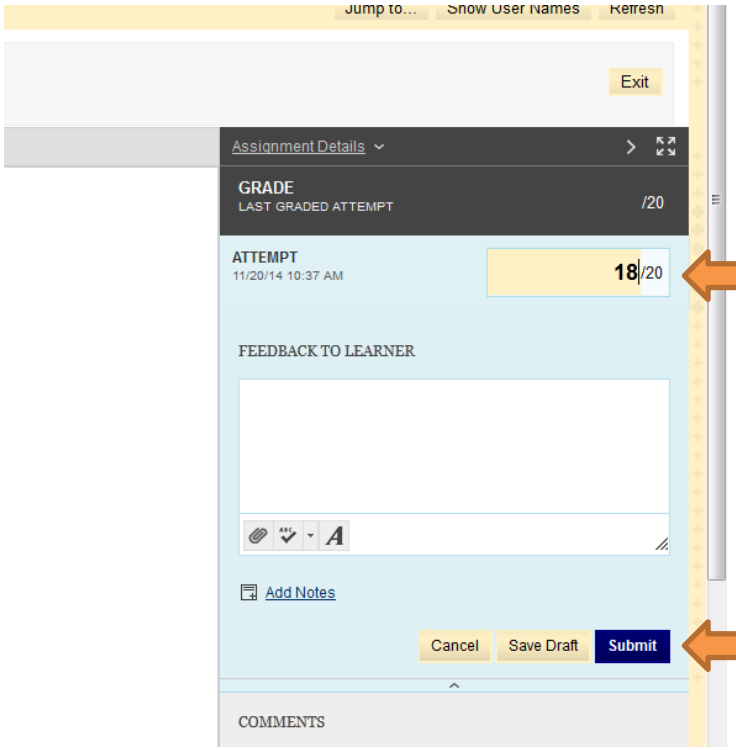
2. Select "Needs Grading."



3. Click on the chevron next to the first student attempt and select "Grade with User Names Hidden."

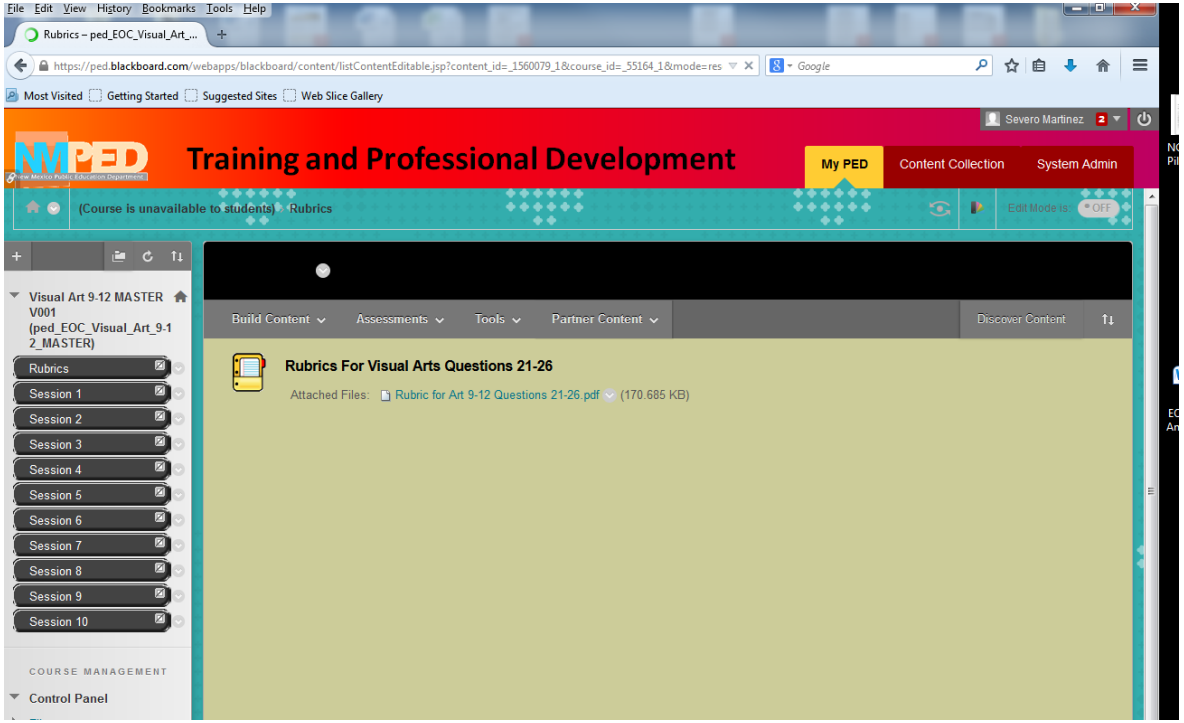


You will see a student submission in the text box here.

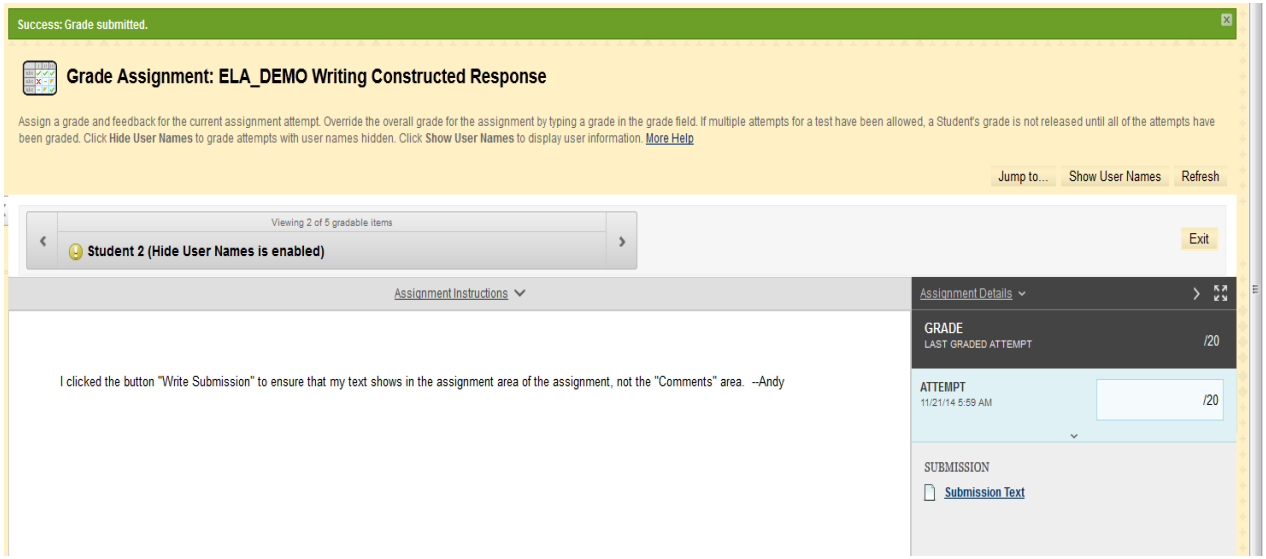


4. Enter grade here.

5. Click "Submit."



6. Access the rubrics in the master course shell content page. The rubrics are all in the button titled "Rubrics." They can be viewed online or printed for grader accessibility.


Success: Grade submitted.
Grade Assignment: ELA_DEMO Writing Constructed Response
Assign a grade and feedback for the current assignment attempt. Override the overall grade for the assignment by typing a grade in the grade field. If multiple attempts for a test have been allowed, a Student's grade is not released until all of the attempts have been graded. Click Hide User Names to grade attempts with user names hidden. Click Show User Names to display user information. More Help
Jump to...
Show User Names
Refresh
Viewing 2 of 5 gradable items
Student 2 (Hide User Names is enabled)
Exit
Assignment Instructions
Assignment Details
I clicked the button "Write Submission" to ensure that my text shows in the assignment area of the assignment, not the "Comments" area. --Andy
GRADE
LAST GRADED ATTEMPT
/20
ATTEMPT
11/21/14 5:59 AM
/20
SUBMISSION
Submission Text

7. After submitting a grade, the next student will appear in your window. Grade the next student's work. Continue until all attempts have been graded.

8. When you have finished grading all essays, your screen will return to view all students in the grade book. Alternatively, you may click "Exit" to return to the full grade book.

Guidelines for Scoring of Essay Items

For scoring of **essay responses**, scorers must follow the same guidelines as scoring short answer items:

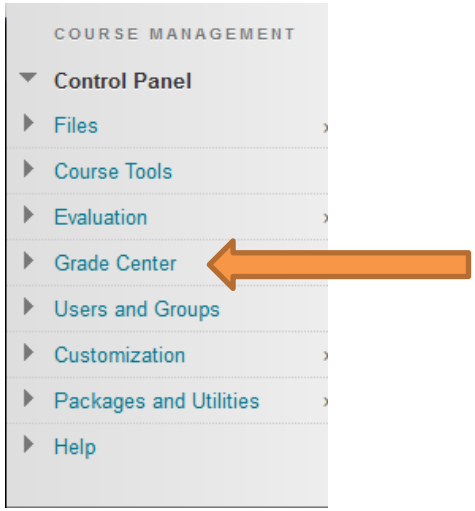
- Responses should be scored after students complete the written portion of the assessment.
- The two scorers collaboratively review the scoring rubrics before scoring begins.
- Each scorer independently scores student A.
- The two scorers compare scores for student A. If the scores are the same, the scorers move on to student B.
- **If the scores are different, the two scorers discuss why they scored the way they did and agree upon a score based on the rubric.** After agreeing upon the score, the scorers move on to student B.
- The two scorers continue this practice for the first ***25 students***. If the two scorers are scoring uniformly at that point, the primary scorer may continue scoring independently.

- If the two scorers are not scoring uniformly after 25 students, they should continue this process until they repeatedly score uniformly.
- After completing this process on day 1, two scorers are only required for the first ***10 students*** on each subsequent day of scoring.

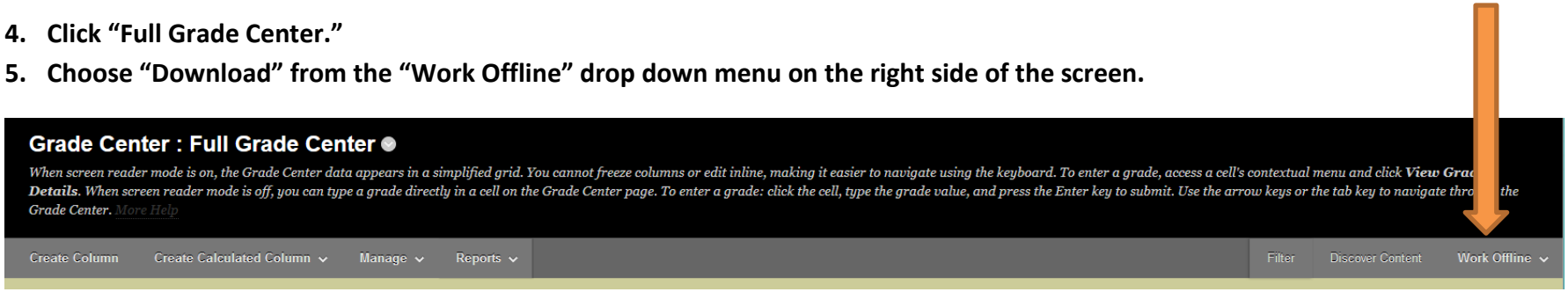
Section 11: Accessing Student Scores

The BPA and TC have access to the Grade Center.

1. **Under My [Portal], click on the EoC for which you would like to access student scores.**
2. **Ensure that Edit Mode is ON.**
3. **Click "Grade Center" under the Control Panel in the lower left side of the screen.**

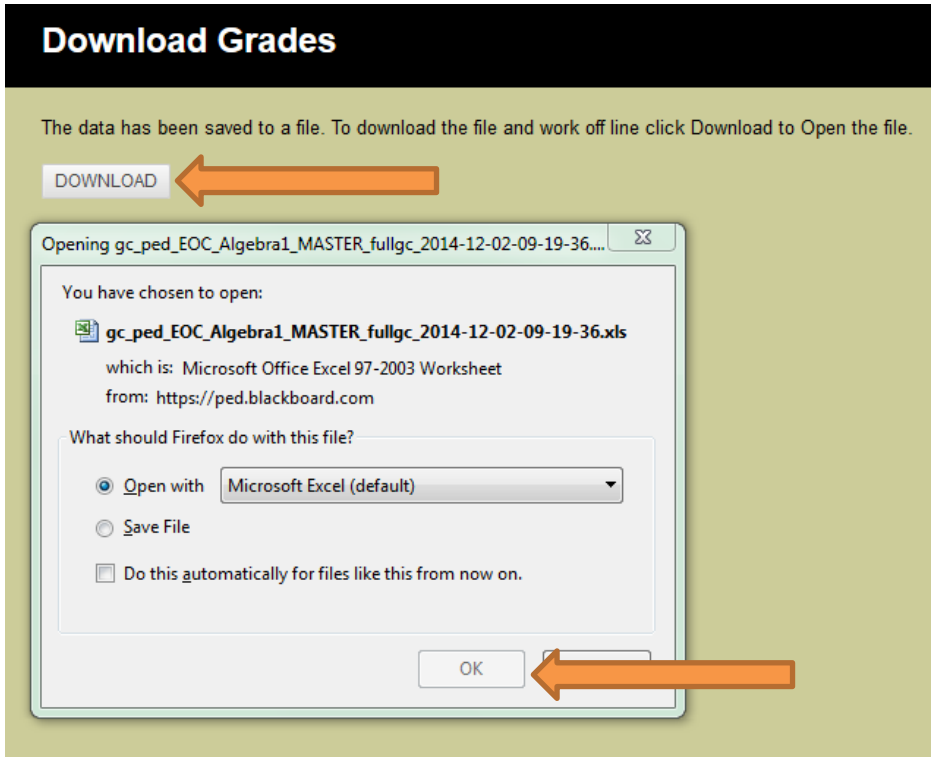


4. **Click "Full Grade Center."**
5. **Choose "Download" from the "Work Offline" drop down menu on the right side of the screen.**

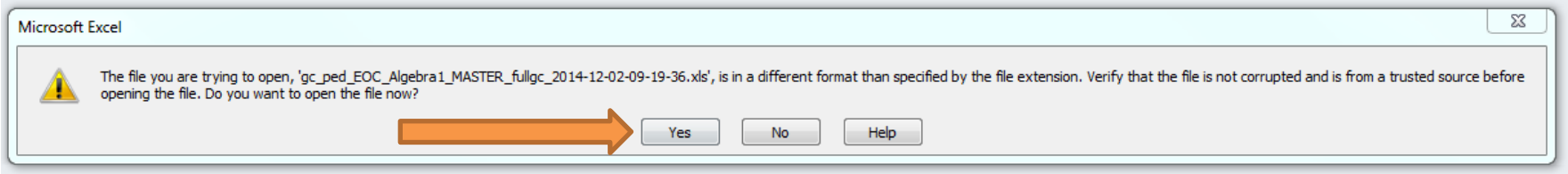

Grade Center : Full Grade Center
When screen reader mode is on, the Grade Center data appears in a simplified grid. You cannot freeze columns or edit inline, making it easier to navigate using the keyboard. To enter a grade, access a cell's contextual menu and click View Grade Details. When screen reader mode is off, you can type a grade directly in a cell on the Grade Center page. To enter a grade: click the cell, type the grade value, and press the Enter key to submit. Use the arrow keys or the tab key to navigate through the Grade Center. More Help
Create Column
Create Calculated Column
Manage
Reports
Filter
Discover Content
Work Offline

6. **Choose your preferred options and save the file to "My Computer." Click "Submit."**

7. **Click “Download” and “OK” in the pop-up window.**


Download Grades
The data has been saved to a file. To download the file and work off line click Download to Open the file.
DOWNLOAD
Opening gc_ped_EOC_Algebra1_MASTER_fullgc_2014-12-02-09-19-36....
You have chosen to open:
gc_ped_EOC_Algebra1_MASTER_fullgc_2014-12-02-09-19-36.xls
which is: Microsoft Office Excel 97-2003 Worksheet
from: https://ped.blackboard.com
What should Firefox do with this file?
Open with
Microsoft Excel (default)
Save File
Do this automatically for files like this from now on.
OK

8. **Click “Yes” in the pop-up window.**


Microsoft Excel
The file you are trying to open, 'gc_ped_EOC_Algebra1_MASTER_fullgc_2014-12-02-09-19-36.xls', is in a different format than specified by the file extension. Verify that the file is not corrupted and is from a trusted source before opening the file. Do you want to open the file now?
Yes
No
Help

9. **Save the file as an excel or csv file.**
10. **The spreadsheet provides scores for all students in each test session for that EoC.**

Section 12: Resetting Tests

There are two circumstances in which a student's test will be reset:

1) The student accidentally clicked "SUBMIT" before completing the test.
2) An emergency prohibited students from completing the test during the test session.

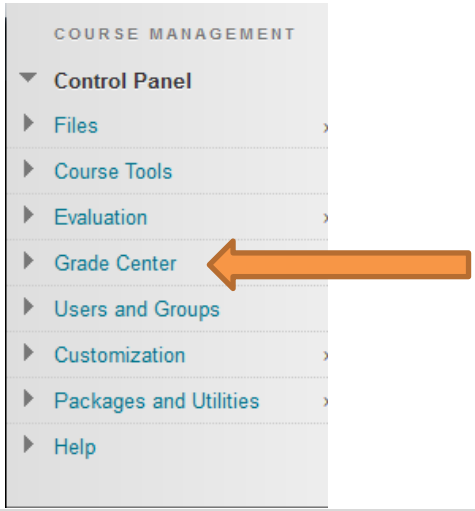
In both cases, the student tests will be invalidated and the student will need to begin the test again. Be sure to:

1) Clear the student's test on Blackboard (steps below).
2) Submit a Test Irregularity Reporting Form to the PED. This form is located on the PED Assessment website.

Ignore Student Test Attempt

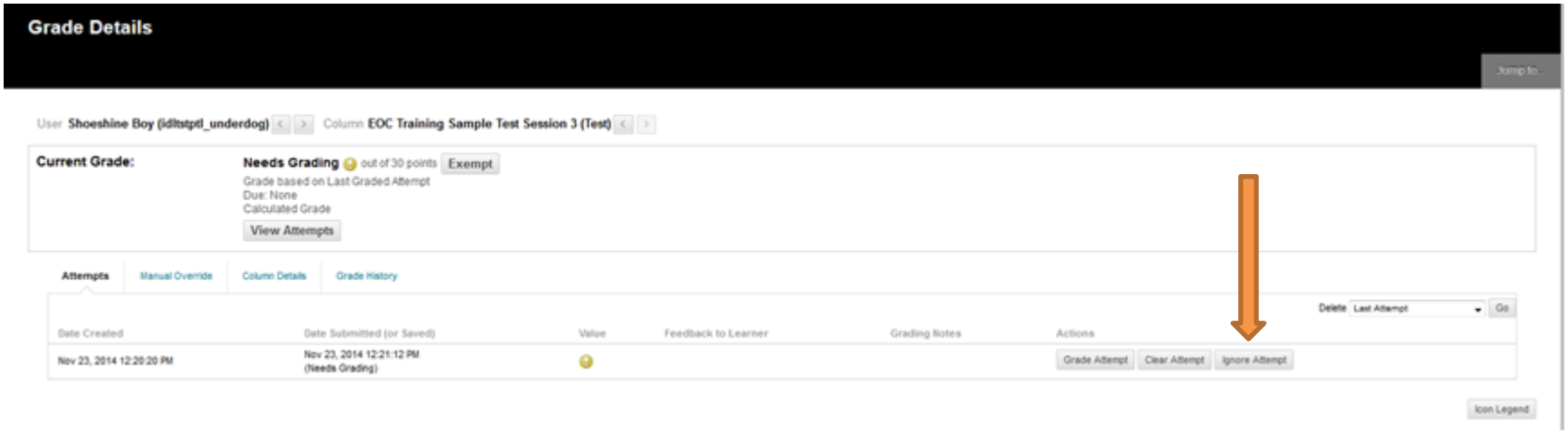
NOTE: only the BPA and TC may re-set student test attempts in Blackboard.

1. **Under My [Portal], click on the EoC for which you would like to reset the student test attempt.**
2. **Ensure that Edit Mode is ON.**
3. **Click "Grade Center" under the Control Panel in the lower left side of the screen.**



4. **Click “Full Grade Center.”**
5. **Choose “View Grade Details” from the dropdown menu next to the appropriate student.**

6. **Choose the “Ignore Attempt” button.**



Section 13: Support

Administrative Support: For assistance with EoC protocol, administration, regulations, and use.

Questions about…	Contact	Contact Information
EoC Administration Procedures	Severo Martinez	Severo.Martinez@state.nm.us 505-827-6553

Blackboard Technical Support: For assistance with specific requests for portal administrator functions such as creating users, enrolling users, test copies, additional test sessions, submit a Mantis Ticket.

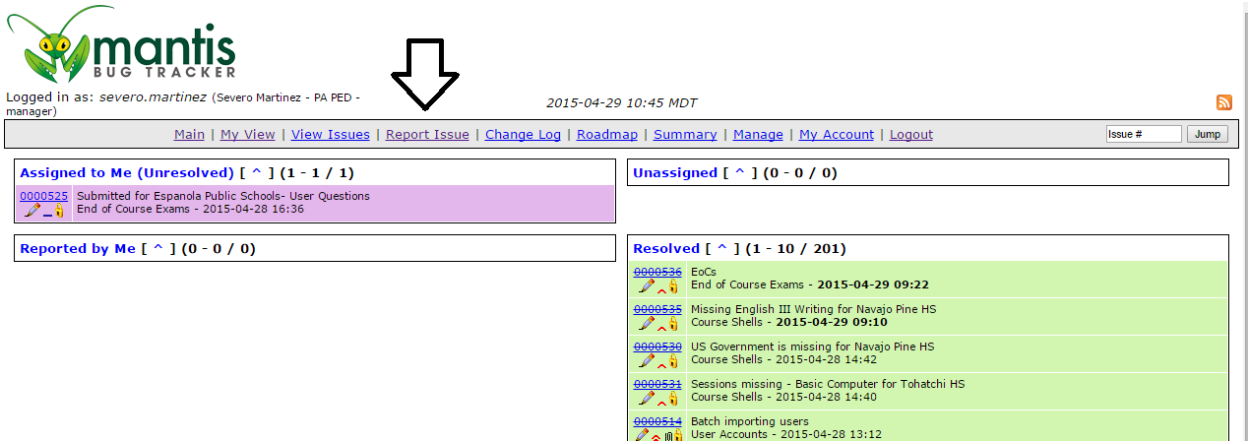
Questions about…	Contact	Contact Information
Blackboard	Mantis Ticket System	http://ideal-nm.info/IDEALNM_support/login_page.php

STEP 1. Log into the Mantis system (http://ideal-nm.info/IDEALNM_support/login_page.php).

STEP 2. Username: firstname.lastname

STEP 3. Password: System generated password you should have received in an email. If you need your password reset, contact severo.martinez@state.nm.us

STEP 4. Once logged in, click report issue.


mantis
BUG TRACKER
Logged in as: severo.martinez (Severo Martinez - PA PED - manager)
2015-04-29 10:45 MDT
Main | My View | View Issues | Report Issue | Change Log | Roadmap | Summary | Manage | My Account | Logout
Issue #
Jump
Assigned to Me (Unresolved) [^] (1 - 1 / 1)
0000525 Submitted for Espanola Public Schools- User Questions
End of Course Exams - 2015-04-28 16:36
Unassigned [^] (0 - 0 / 0)
Reported by Me [^] (0 - 0 / 0)
Resolved [^] (1 - 10 / 201)
0000536 EoCs
End of Course Exams - 2015-04-29 09:22
0000535 Missing English III Writing for Navajo Pine HS
Course Shells - 2015-04-29 09:10
0000530 US Government is missing for Navajo Pine HS
Course Shells - 2015-04-28 14:42
0000531 Sessions missing - Basic Computer for Tohatchi HS
Course Shells - 2015-04-28 14:40
0000514 Batch importing users
User Accounts - 2015-04-28 13:12

STEP 5. Fill out required info and be as detailed as possible. Once you are done with the ticket, click ***submit report*** at the bottom of the page. PED will contact you to resolve the issue.

Other Technical Support: For assistance with infrastructure, connectivity, hardware, set-up or related technology questions.

Questions about…	Contact	Contact Information
Other Technical Support	John Chadwick	John.Chadwick@state.nm.us 505-827-6491

Summary of EoCs on Blackboard Support

Questions about…	Contact	Contact Information
EoC Administration Procedures	Severo Martinez	Severo.Martinez@state.nm.us 505-827-6553
Blackboard	Mantis Ticket System	http://ideal-nm.info/IDEALNM_support/login_page.php
Other Technical Support	John Chadwick	John.Chadwick@state.nm.us 505-827-6491

Thank you for administering EoCs online!